



Coordinated Prevention Grant Guidelines 2000-01



**Solid Waste and Financial Assistance Program
Publication #99-507
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Abstract: These guidelines detail the funding allocations, eligibility requirements, application process and performance monitoring for Ecology's Coordinated Prevention Grants Program, which helps local governments with their waste management responsibilities.

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If you have any special accommodation needs, please contact the Solid Waste and Financial Assistance Program, at (360) 407-6062, or Ecology's Headquarters Office at (360) 407-7155 (TDD).

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Washington State Department of Ecology
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Solid Waste and Financial Assistance Program
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Coordinated Prevention Grant Guidelines 2000-01
WDOE Publication #99-507

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What's Changed Since the Last Grant Cycle?

These guidelines reflect the changes in the Coordinated Prevention Grant program since the 1998-99 cycle. These changes are the result of Ecology's evaluation of eligible activities and projects, our need to capture information regarding grants and how best to allocate grant funds.

Allocation Method

Ecology is moving back to base-plus funding in order to restore equity and better align the LTCA allocations with the requirements of WAC 173-312-808(3)(a). The 2000-01 funding allocations will be formula based, rather than the award based process used for the 1998-99 cycle. The formula is calculated using a fixed amount (base) plus a per capita amount. We anticipate that this will provide local governments a reasonable level of funding across the board.

The allocations for solid waste enforcement activities will remain separate from the dollars for the Coordinated Prevention Grant activities. The enforcement moneys will **not** be included in determining the allocations or financial incentives for the other Coordinated Prevention Grant activities.

Supplemental Funding

Coordinated Prevention Grant funds **must** be applied for and obligated by April 1, 2000. After this date all funds remaining will be offered in a supplemental program.

To achieve equity and flexibility, supplemental funding will be awarded on a needs basis to Recipients for programs pursuant to RCW 70.105D.070(3)(a) that are otherwise eligible under these guidelines.

Funds will remain within their funding types, i.e. enforcement dollars will stay with enforcement activities and general Coordinated Prevention Grant funds will stay with hazardous/solid waste implementation activities, unless funding exceeds project requests. *See Chapter 5 for more information.*

Eligibility

Over the past grant cycles, we have dealt with numerous questions regarding what costs are eligible under certain circumstances. We have tried to address the most significant of these issues by continually updating and clarifying eligible activities in *Chapter 3: What is Eligible?* After reading this chapter, if you have a cost you are not sure can be covered by the grant, talk to your Ecology grant project officer.

Biosolids, Including Septage

Jurisdictional health authorities that have accepted delegation for biosolids activities under Chapter 173-308 WAC, The Biosolids Rule, are eligible to receive funding for biosolids/septage activities that would not otherwise be eligible.

Biomedical Waste

Although jurisdictions are not statutorily required to address biomedical waste in their Comprehensive Solid Waste Management Plans, Ecology believes it is an area of concern with respect to addressing waste management issues statewide. The revised *Guidelines for the Development of Local Solid Waste Management Plans and Plan Revisions* (Publication #99-502) include provisions for addressing biomedical waste. Local planning needs including handling, transport and disposal of biomedical waste are now eligible for grant funding. In addition, funding requests for medical waste education and information programs will be accepted.

Household Hazardous Waste Facilities

Overhead costs are generally reimbursed as indirect costs, approximated as 25% of eligible salaries/benefits for that task. However, since all aspects of administering moderate risk waste fixed facilities are eligible, it is unlikely that stand-alone facilities will have any indirect costs. Multi-use facilities, however, will likely have shared costs that are not eligible as direct costs, and therefore will be able to request reimbursement for overhead.

Pilot Project

As a pilot project, grant recipients in economically disadvantaged counties will be allowed to use project income from the sale of residential compost bins to satisfy match requirements. Please see page 34 for details.

Revised Progress Reporting Forms

Ecology's 1996 evaluation of the entire Coordinated Prevention Grant Program demonstrated the need to capture more information about the significant accomplishments of the grants. In order for us to measure and communicate the results more effectively, we developed new progress report forms in 1998, which have been revised in response to Recipient comment. *See Appendix G Progress Reports.* To gather the necessary data Recipients must strictly adhere to the standard contractual requirement of reporting progress monthly or quarterly. Reimbursement of costs will be directly tied to adequate reporting. A progress report must always accompany a payment request.

Referenda 26/39 Funding

Availability of Referenda 26/39 funding for waste reduction and recycling capital purchase grants ended as of June 30, 1997. Ecology can no longer accept new applications or amendment requests for current grants using those funds.

The Coordinated Prevention Grant (CPG) Program is currently supported solely by one source, the Local Toxics Control Account. In the past the CPG program had additional funding sources through the Tire Account, Hazardous Waste Assistance Account and the Solid Waste Management Account. All of these accounts are no longer available.

Sample Grant Applications

A new appendix, Appendix E, contains some sample grant applications, demonstrating the preferred structure and amount of detail needed to request grant funding.

Chapter 1: Introduction

Welcome to the Coordinated Prevention Grant Program. These grants help local governments pay for certain activities that help ensure that our generation and disposal of hazardous and solid wastes will not contaminate our air, land, and water.

About These Guidelines

2000-01 Coordinated Prevention Grants Calendar

Application period opens
July 1, 1999

Application period closes
September 30, 1999

Grant starting date (must have signed grant agreement first)
January 1, 2000

All grants must be executed by
April 1, 2000

Supplemental funding
April 1, 2000

2002-2003 Application period
Summer 2001

All 2000-01 grants end
December 31, 2001

This guideline booklet was written for local government staff who work on waste management projects funded by state grants, and for other concerned parties, such as government officials and members of the local Solid Waste Advisory Councils. It explains the Coordinated Prevention Grants Program and the fund that supports those grants - the Local Toxics Control Account.

Note: In these guidelines, “you” refers to the local government interested in applying for or receiving grant funding. “We” refers to the Department of Ecology, specifically the Solid Waste and Financial Assistance Program.

These guidelines apply to projects that will start on or after January 1, 2000 and continue up to December 31, 2001.

You can use these guidelines to help plan your program or projects that deal with solid and hazardous (moderate risk) waste generated within your jurisdiction.

Authority for Coordinated Prevention Grants

The Department of Ecology has the authority and the funding to administer this grant program through the Model Toxics Control Act (Chapter 70.105D RCW). This law, passed by voter initiative in 1988, established the legal framework to deal with existing hazardous waste sites and to prevent the occurrence of future sites. It provides for grants to local governments for:

- Remedial actions (having first priority for funding through a separate grant program)
- Hazardous waste management plans and programs
- Solid waste management plans and programs

Ecology developed the Coordinated Prevention Grant Program to combine a collection of separate grant programs that existed for the second and third priorities – hazardous and solid

waste management plans and programs. The state rule that governs this program is *Coordinated Prevention Grants*, Chapter 173-312 WAC.

Remedial action grants, grants to clean up existing hazardous waste sites (including methamphetamine labs), are provided under a separate program. (For information on remedial action grants, see the *Remedial Action Grant Guidelines*, Publication #97-504.)

Main Features of Coordinated Prevention Grant Program

Relies on Local Planning Process

Washington State requires local governments to plan how they will manage both hazardous and solid waste. The Coordinated Prevention Grant Program is designed to help local governments pay for updating local plans, and to put into action the projects identified in those plans.

The grant program may also provide emergency funding for projects that are not identified in the plans, but which are otherwise eligible and deal with unanticipated or immediate threats to human health and the environment.

Formula-based Grant Funding

For the 2000-2001 grant funding cycle, allocations are based on a county allotment and a per capita allotment. Formula-based funding is based on two premises:

- 1) Hazardous and solid waste problems are closely related to populations levels; and
- 2) Local governments need to be assured of a reasonably predictable level of funding in order to plan effective long-term programs to prevent contamination of our air, land and water.

The formula funding is **not** an entitlement program. Local governments must submit satisfactory applications that meet eligibility requirements and priorities identified in their approved solid and hazardous waste management plans, and provide the required match.

Two-year Grants

Coordinated Prevention Grants are available every two years and will end after two years. In cases where projects may run more than two years, the local government will need to reapply for the next funding cycle or cycles in order to receive grant funding to complete the project.

Monies obligated by the grant but not spent at the end of the two-year cycle will be de-obligated and returned to the Local Toxic Control Account.

Regional Solutions and Intergovernmental Cooperation

Experience has shown that solving hazardous and solid waste management problems depends on cooperation among local governments. Environmental problems do not respect jurisdictional boundaries, and the cost of solutions can rapidly outstrip an individual jurisdiction's resources. The Coordinated Prevention Grant Program supports Ecology's policy of encouraging local governments to strongly consider regional solutions and intergovernmental cooperation.

In most of Washington State, counties bear the responsibility for planning and implementing solid and hazardous waste management. Therefore, the Coordinated Prevention Grant Program focuses on local solid waste planning authorities and jurisdictional health authorities as the lead agencies for coordinating **and** submitting grant applications. (*See Chapter 2 for more information about lead agencies.*)

The Coordinated Prevention Grant Program encourages consolidating hazardous and solid waste efforts at the county or regional level. Most grant dollars will flow to counties, and to countywide and inter-county implementation agencies such as health districts/departments.

Cities are eligible for direct grants only under the special conditions described on page 5 of Chapter 2. The Coordinated Prevention Grant Program prefers projects that serve a regional or county-wide service area, including cities and Indian tribes within those areas, over projects that serve individual cities or other small administrative units.

A Word About Pollution Prevention

Pollution Prevention Defined

In Washington, the term "pollution prevention" is defined as:

- Source reduction - any practice that eliminates or reduces the amount of pollutants, contaminants, or hazardous substances, including fugitive emissions, entering a waste stream or being released into the environment. The elimination or reduction is achieved prior to recycling, treatment or disposal. Source reduction reduces adverse public health and environmental effects;
- Protection of natural resources by conservation; or
- Increased efficiency in the use of raw materials, energy, water, or other resources.

Pollution prevention and recycling **are not** the same. Pollution prevention focuses on **inputs** to the workings of a polluting process. Pollution control, recycling, and reuse focus on the **outputs** of a process.

Grant funds for pollution prevention focus primarily on planning, education, and technical assistance.

Chapter 2: Who Is Eligible for These Grants?

This chapter explains who is eligible to apply for and who is eligible to receive Coordinated Prevention Grants.

General

Local governments with the authority and responsibility for developing and implementing local hazardous waste and solid waste plans, including jurisdictional health authorities, are eligible to **apply for** and **receive** these grants. Other governmental bodies have the right to request the authorized jurisdictions to include their needs in the application. These other governmental bodies may **receive** funding if they meet the eligibility requirements.

Waste Management Plans

Local governments must keep their waste management plans current for the projects described within to be grant eligible. Please refer to the revised *Guidelines for the Development of Local Solid Waste Management Plans and Plan Revisions* (Publication #99-502) and RCW 70.95 for the criteria establishing currentness. Funding for plan updates and amendments is available.

Solid and Hazardous Waste Implementation Projects and Programs

Local governments with current Ecology-approved local waste management plans are eligible to apply for grants to help implement projects in those plans. Designated lead implementation agencies are also eligible to apply for Coordinated Prevention Grants. (*See Chapter 4: How to Apply for a Grant.*)

Solid Waste Enforcement

All jurisdictional health authorities are eligible to apply for solid waste enforcement funds. They must submit their application to the county for inclusion in a unified or package application. Their eligibility applies whether the county has fulfilled its planning requirements or not. (*See page 24 for an explanation of unified and package applications.*)

Other Eligibility Issues

Eligible Cities

Cities are eligible to **apply directly** for solid waste implementation funding if they are an independent planning authority under Chapter 70.95 RCW.

These cities are eligible for a share of their county's funding allocation, in proportion to their share of the county population. The city's share may be increased if Ecology, the county, the jurisdictional health authorities and other grant-eligible entities in the county agree.

Cities in County Plans

Generally, cities have authorized the county to prepare a plan for the city's hazardous/moderate risk and solid waste management as part of the comprehensive county plan. Cities without independent plans may **receive** funding for projects, but they **may not apply directly**. They must channel their request through the county.

Counties, in turn, have the responsibility to notify the cities included in their plans of the availability of grant funds and to solicit the cities' recommendations for projects. (*Notification requirements are described in Chapter 4, page 25*). Such requested projects must be part of the local hazardous or solid waste management plans.

There are two types of application used for Coordinated Prevention Grants that have a bearing on how city projects are presented. A county that prepares a **unified** application **may** include city projects in that application. A county that prepares a **package** application **must** include any request from a city in the package application. (*See page 24 for an explanation of "package" vs. "unified" applications.*)

Counties may elect to assign a portion of their allocation directly to a city and let the city negotiate a formal agreement with Ecology. This relieves the county from the responsibility for administering the funds, but it also ends the county's role in managing the use of the funds.

Another alternative is for a county to choose to pass funds through to cities. The county must identify the cities receiving funds and what the funds will be used for, and describe the mechanism that will be used to transfer the funds to the cities.

Jurisdictional Health Authorities

Local jurisdictional health authorities are eligible to **apply** for and receive **solid waste enforcement** funds as part of county applications. When **designated as lead implementation agencies** in waste management plans, local jurisdictional health authorities are also eligible to **apply** for implementation funds as part of county applications.

Other Official Entities

The following entities are **not** eligible to apply directly for funding. Their requests for funding, however, may be included in applications from eligible counties or cities:

- Special districts such as school or fire districts;
- Council of Governments;
- Indian Tribes; and
- State Agencies and Universities.

Under state law, private businesses may not receive direct grant funding, but local governments may use grant funds to contract with private businesses for portions of projects.

(See Part IV of the Administrative Requirements for Ecology Grants and Loans, WDOE 91-18, for subcontracting requirements.)

Citizen Groups

Citizen groups are not eligible for Coordinated Prevention Grants. Such groups should request the guidelines for Public Participation Grants from the Solid Waste and Financial Assistance Program, (360) 407-6061.

Local Governments Working Together

Regional solutions and intergovernmental cooperation are two of Ecology's primary goals in implementing hazardous and solid waste laws and regulations. Counties may apply jointly to implement all or parts of planned projects. Such arrangements must be based on interlocal agreements establishing the roles and responsibilities of the local governments involved.

Environmental Equity

Environmental equity is important to the Department of Ecology and the State of Washington. Ecology defines environmental equity as:

“The proportionate and equitable distribution of environmental benefits and risks among diverse economic and cultural communities. It ensures that the policies, activities and the responses of government entities do not differentially impact diverse social and economic groups. Environmental equity promotes a safe and healthy environment for all people.

Grants can fund projects that use waste management strategies and pollution prevention to address environmental equity issues.

Local governments are encouraged to address environmental equity where appropriate, such as producing brochures in foreign language where significant non-English populations exist. Applicants may include projects, eligible under these Coordinated Prevention Grant Guidelines, that address environmental equity issues or that will have a positive environmental impact on a diverse community. Although local community groups cannot receive Coordinated Prevention Grants directly for environmental equity projects, possible funding may be available through the Public Participation Grant Program. Local community groups can also recommend Coordinated Prevention Grant projects for local government consideration. Any Coordinated Prevention Grant project must be channeled through a local government.

Chapter 3: What is Eligible?

This chapter explains the types of activities and costs that can be funded by a Coordinated Prevention Grant.

Eligible Projects and Programs – General

Coordinated Prevention Grants will pay **only** for projects and programs that:

- *Conform to:*
 - The current, approved local hazardous/moderate risk waste management plan, as required by the state's Hazardous Waste Management law (Chapter 70.105 RCW); or
 - The current, approved local comprehensive solid waste management plan, as required by the state's Solid Waste Management - Reduction and Recycling law (Chapter 70.95 RCW); or
 - Approved amendments to these plans.
- *Comply* with all applicable local, state, and federal ordinances, laws, and regulations, including state and local permitting requirements and State Environmental Policy Act requirements.
- *Have* an established management system and financial capabilities that will ensure the programs or projects begun under the grant will continue, as needed, after the grant is over.
- *Are* consistent with the policies of these grant guidelines.
- *Are* consistent with Ecology's *Administrative Requirements for Ecology Grants and Loans* (WDOE 91-18, Revised July 1995).

Note: We strongly recommend you work with Ecology's regional grant project officer for your area as you develop your application.

Eligible Projects and Programs – Specific

Note: The set of letters following the title of each category of project is the code we use to track grant-funded activities. These codes are also used on the application forms and in the grant agreements.

Local Hazardous Waste Planning (HWPE)

Plan Development and Updating

The state's Hazardous Waste Management law requires local governments to prepare a local hazardous/moderate risk waste management plan to manage the moderate risk waste generated within the jurisdiction (RCW. 70.105.220). (*See Moderate Risk Waste in Appendix B, Glossary of Terms.*)

Plan updates are not required for local hazardous waste/moderate risk waste plans, but Ecology strongly encourages local governments to periodically review their plans and update them as necessary. Grant funding for updates will be limited to those elements in the plan needing revision.

Plan updated must show dual funding mechanisms for systems contained in the plan, with and without grant support.

Local hazardous/moderate risk waste management plans and revisions should conform with Ecology's *Planning Guidelines for Local Hazardous Waste Plans* (WDOE 93-99, August 1994).

Plan Implementation Evaluation

This is evaluating plan implementation to determine how well projects meet the objectives of the plan and if any plan revisions are necessary.

Hazardous Waste Implementation Activities (HHWI)

Ecology's *Implementation Guidelines for Local Hazardous Waste Plans* WDOE 92-14, July 1992 define program implementation and set the criteria for evaluating local government efforts to carry out the plans.

Implementation activities established by the approved local hazardous waste management plan include, but are not limited to:

Hazardous Waste Health and Safety

Preparing moderate risk waste emergency response plans

These are operations plans, which identify the hazards, associated with moderate risk waste and the protocols to use in handling hazardous materials and responding to accidental releases of hazardous materials.

Training in handling moderate risk waste

This includes training for county staff likely to encounter moderate risk waste in their work (such as solid waste and wastewater facility employees). ***Training for contracted employees is not eligible.***

Household Hazardous Waste Education and Compliance

Information and education

Education projects must report, at a minimum, the following information:

- Number of activities/events/workshops/etc.
- Number of participants
- Description of participants/pupils (single households; elementary school students, etc.)
- Number of volunteers
- Number of materials/brochures produced
- Description of who received materials

This covers activities to inform and educate the public in order to reach the goals of the hazardous waste management plan. These activities may include, but are not limited to:

- Resource centers and hotlines
- Publicity
- Printed and audio-visual materials on:
 - Alternatives to using hazardous substances
 - Recycling/reduction possibilities
 - "Smart" buying to reduce waste and promote recycling
- Product labeling
- School programs

Compliance

This covers activities to get people to comply with local moderate risk waste plans. These activities include, but are not limited to:

- Developing and revising ordinances
- Implementing ordinances and regulations

Household Hazardous Waste Collection and Disposal (HWCD)

Only the collection and disposal of hazardous/moderate risk wastes brought in from residential households are eligible for the grant-funded activities below. Small quantity generator wastes are addressed in a following section.

Generally, all costs related to the operation of household hazardous waste facilities are grant eligible.

Collection Events

These can be one-day or multiple-day events to collect hazardous substances from households. They can be held at one site or at several sites. Some are "tailgate" events where the collection facility is moved around to several sites in one day.

Note: Proposals for new facilities must show dual funding mechanisms for operation and maintenance – with and without grant support.

Overhead Cost For MRW Facilities: Generally, all costs associated with operating MRW facilities are considered to be eligible as direct costs. Therefore overhead costs will **not** exist, except when associated with multi-purpose facilities.

Collection events can include materials exchange and recycling among those attending. Targeted wastes, such as used oil and paint, can be collected for recycling. (*See below for eligibility restrictions on used oil and paint*).

Fixed Facilities (MRWC)

These are facilities, including satellite facilities, offering collection and disposal services year-round at a fixed site.

Mobile Facilities

These facilities offer collection and disposal services and can be moved from site to site. Their locations are usually convenient to local communities and rural areas.

Uncontaminated Used Oil and Latex Paint

Grant funding **will not** cover the costs of *disposing* of uncontaminated used oil and useable latex paint at a landfill. This restriction applies whether the oil and paint are contained in lab packs or not. Recycling, re-refining, reuse and energy recovery costs, including transportation, for these materials remain eligible for grant funding.

Used oil burners are eligible only if recycling or re-refining are not economically feasible or reasonably available.

Non-Grant Funding for Contaminated Used Oil

Some local governments also administer used oil collection programs where the public can dispose of used oil at tanks placed at private businesses, such as auto part stores. If the oil in these tanks becomes contaminated, without the knowledge of the person operating the site, the local government can get help with disposal costs through a special contingency fund. The contingency fund is **not** part of the Coordinated Prevention Grant Program. The two funding sources cannot be used to pay twice for the same disposal costs. Contact your Ecology Regional Office staff for more information on the contingency fund for disposing of contaminated used oil from these sites.

Contaminated Used Oil

Grant funding will cover the costs of disposing contaminated used oil collected at fixed and mobile facilities and collection events.

Out-of-state waste

Grant funding will cover the costs of dealing with waste from Washington residents at fixed and mobile facilities. It will **not** cover the costs of waste from out-of-state.

Refreshments

Refreshments and lunches will be eligible for grant recipient employees and volunteers at household hazardous waste and special collection events when providing food on-site is necessary to ensure that service to clients is not disrupted. Eligibility of food costs must be stated clearly in the grant agreement and the reimbursable amount may not exceed the limits set by the Office of Financial Management for state employees.

Moderate Risk Waste Capital (MRWC)

All capital costs associated with household hazardous waste collection and disposal grant projects are eligible.

Small Quantity Generator Implementation (SQGI)

Education projects must report, at a minimum, the following information:

- Number of business visits
- Number of workshops
- Number of workshop participants
- Number of other business contacts
- Number of SQG participants at MRW facility
- Number of materials produced
- Number of volunteers trained/used

Information and education

Activities that inform and educate businesses in support of the goals in the hazardous waste management plan include, but are not limited to such projects as:

- Resource libraries
- Waste consultation services to help businesses find ways to generate less hazardous waste and to recycle more
- Award/incentive programs to promote better business practices
- Guidelines and other materials on:
 - Waste reduction
 - Waste reuse and recycling
 - Materials exchange
- Seminars, workshops and information exchanges
- Education about ordinances, regulations, and compliance requirements

Technical Assistance

This covers technical assistance to help small quantity generators comply with legal requirements. Activities include, but are not limited to:

- Education
- Waste consultations, surveys, and audits
- Coordination to reduce waste

Regulatory Action

This covers regulatory action to ensure that small quantity generators comply with legal requirements. This includes, but is not limited to:

- Developing and revising ordinances
- Implementing ordinances and regulations

Collection Assistance

This covers assisting small quantity generators with the collection of targeted wastes through fixed or mobile facilities, or at hazardous waste collection events.

Disposal costs for small quantity generator wastes are **not** grant eligible.

Local Solid Waste Planning (SWP)

Plan Development and Updating

The state's Solid Waste Management law requires local governments to prepare a local comprehensive solid waste management plan to manage the solid waste generated within the jurisdiction (RCW 70.95.090).

Local governments are required to review their local comprehensive solid waste management plans every five years and update them as necessary. Grant funding for updates will be limited to those elements in the plan needing revision.

Plan updates must show dual funding mechanisms for systems contained in the plan, with or without grant support.

Local comprehensive solid waste management plans and revisions must contain the elements required by Chapter 70.95. Ecology has developed *Guidelines for the Development of Local Solid Waste Management Plans and Plan Revisions* (WDOE 99-502, July 1999) to assist jurisdictions in the development of these plans. Solid waste plans must also follow the Washington State Utilities and Transportation Commission's *Cost Assessment Guidelines* (UTC-228-90-1, January 1997), and conform with updated versions of appropriate rules, regulations or guidelines.

Plan Implementation Evaluation

This is evaluating plan implementation to determine how well projects meet the objectives of the plan and if any plan revisions are necessary.

Biomedical Waste (BMW)

The planning needs for biomedical waste management are eligible for grant funding. Eligible implementation activities include residential education and information programs for jurisdictions in which biomedical education is deemed necessary or appropriate.

Solid Waste Enforcement Programs (SWE)

Solid waste enforcement programs include, but are not limited to:

Inspections

This includes inspecting permitted solid waste sites and facilities such as landfills, transfer stations, drop boxes, recycling centers, etc., and loads coming into the sites and facilities.

It also covers monitoring solid waste sites for ground water and surface water quality and methane gas concentrations. Sampling activities and review of laboratory results are eligible activities. Grant funds **cannot** be used to pay for the actual testing done in the laboratory.

Enforcement

These are activities to enforce regulations promulgated under Chapter 70.95 RCW. They include investigating solid waste violations (such as illegal dumping), responding to complaints (including biosolids/septage), and correcting violations of solid waste laws, including the use of legal services.

Permitting

This covers reviewing applications for solid waste disposal sites or facilities, and issuing and/or renewing permits, waivers and/or variances for those sites or facilities.

Ordinance Development and Review

This includes developing, reviewing and revising local guidelines, codes, ordinances, and regulations dealing with solid waste management and disposal.

Plan Review

This covers reviewing plans such as facility operational plans, closure/post-closure plans, and solid waste management plans.

Biosolids (Including Septage) Activities

This includes any task or function delegated to jurisdictional health authorities under the Biosolids Rule, (Chapter 173-308 WAC).

Customer and General Public Technical Assistance

This covers responding to general inquiries and requests about solid waste activities and issues.

Ground Water Monitoring Wells (GWMW)

Grants for ground water monitoring are limited to wells at municipal solid waste landfills regulated under Chapter 173-304 WAC. Eligible activities include:

New Wells

New wells required under Chapter 173-304 WAC are grant eligible.

Assist local governments in meeting the performance standards and criteria

These are set forth in WAC 173-304-490. All closed municipal solid waste landfills shall be in conformance with Chapter 173-304 WAC standards.

Assist local governments in fulfilling the Hydrogeologic and Ground Water Monitoring Program Permit Application Checklist.

Preconstruction conference

These conferences are used to review responsibilities of all parties involved in drilling wells, review proposed well locations and drilling methods, review project inspecting and reporting requirements, explain the requirements for final acceptance work. The pre-construction conference involves the grant recipient, the consultant(s) and drilling contractor, the jurisdictional health district/department, appropriate Ecology representatives, and local government staff.

Development of a work plan

A workplan describes the proposed well locations, drilling method, depth of drilling, soil testing, aquifer testing, and well development.

Drilling and constructing monitoring wells

This includes but is not limited to, services of a qualified ground water scientist and licensed well driller, soil tests, and initial sampling, including laboratory testing costs.

Preparation of a final report

This includes but is not limited to:

- Site hydrogeology
 - Discussion of regional and site geology/hydrogeology
 - Topographical maps
 - Site plan map
 - Ground water flow maps
 - Geologic cross-sections

- Well construction/well logs
 - Well construction as-built diagrams/field notes
 - Geologic sampling logs
- Summary
 - Summary of findings and recommendations

Operational Costs and Replacement Costs

Operational costs (including ongoing monitoring and repairs such as pump replacement) and replacement costs are **not** eligible for grant funding.

Note: The Public Works Trust Fund loan program may help with equipment replacement costs. For more information, contact Beth Rockwell, at (360) 753-3262, in the Department of Community, Trade, and Economic Development.

Waste Reduction and Recycling Capital (WRRC)

Constructing facilities

The main purpose of the facility must be to store, sort, process, or compost **recyclables**. Construction can involve tasks such as:

- Planning and feasibility studies (*Note: Eligibility will be decided on a case-by-case basis.*)
- SEPA compliance/environmental impact statements
- Permitting costs
- Operation and maintenance plans
- Preparation of design documents
- Site acquisition
- Facility construction

Facility Operational Expenses

Operational costs associated with recycling facilities are **not** grant eligible. Examples of operational costs include, but are not limited to:

- Salaries/benefits of staff who collect, sort, process and/or transport recyclables
- Other costs associated with collecting, sorting processing and/or transporting recyclables including maintenance, fuel, supplies, administration, overhead, and disposal

- Costs associated with regulatory compliance, such as water sampling and laboratory tests at compost facilities

Recycling Collection Equipment

This can include rolling stock for the exclusive collection of recyclables.

Equipment used to store, sort, process or compost recyclables, such as:

- Balers, compactors, glass crushers, chippers, tub grinders and forklifts
- Drop boxes and containers
- Residential compost bins (economically disadvantaged recipients see page 34)

Mixed Use Equipment (Municipal Solid Waste and Recyclables)

Scales to weigh wastes are eligible only if they are used primarily for weighing recyclables. Collection trucks are grant eligible on a pro-rated basis. Only the capital costs associated with collecting recyclables (not solid waste) are eligible.

Replacement Costs

Grant funds cannot be used to replace equipment or facilities that were originally paid for with grant funds.

Note: The Public Works Trust Fund loan program may help with replacement costs. For more information, contact the Administrative Staff at (360) 586-4272, in the Department of Community, Trade, and Economic Development.

Waste Reduction and Recycling Activities (WRRRA)

Education projects must report, at a minimum, the following information:

- Number of workshops/events/campaign/etc topics covered
- Number of participants/pupils
- Description of participants (single households; elementary school students, etc.)
- Number of materials produced
- Description of who received materials (businesses, residents, students, etc.)
- Number of educational contacts
- Number of volunteers trained/used

Public education and involvement:

This includes activities such as:

- conducting presentations and workshops
- training volunteer educators (such as Master Composters)
- creating and maintaining school programs and award programs
- equipping and staffing resource centers and recycling hotlines
- providing technical assistance or on-site visits to businesses and individuals

Program Development

Costs associated with the administrative aspects of designing and developing a recycling infrastructure, evaluating program effectiveness, and promoting a program through public service announcements or brochures.

Market Development

Market development includes activities to enhance markets for products containing recycled materials, such as “Buy Recycled” programs or local procurement programs.

Special Collection Events

Promotional and equipment costs associated with yard waste, Christmas Trees and solid waste recyclables collected at special collection events are eligible. Operational costs such as salaries, overhead, supplies, transport and disposal costs are **not** grant eligible.

If household hazardous waste is also collected at a Special Collection Event, the same costs eligible for household hazardous waste collection (see pages 10-12) may be charged for household hazardous waste collected at a Special Collection Event. ***Note:** Only that portion of the cost **directly** related to providing the household hazardous waste services at these events are grant eligible.*

Demonstration Projects

Some demonstration projects, such as long-term demonstration gardens, are eligible.

Eligible Costs – General

(See Administrative Requirements for Ecology Grants and Loans, WDOE 91-18, for detailed information on costs.)

Coordinated Prevention Grants will only pay for certain costs of eligible projects and programs. Grant funds may be used only to **reimburse** your documented cash expenditures for eligible costs. That means you must incur an expense before you can be paid for it. Incurring an expense means you either pay for something, or obligate yourself to pay for it by receiving a bill or invoice.

Costs for goods and services must be **direct** costs. They must be identified with a specific objective of the project. Examples include: compensation of employees for the time devoted to a project; cost of materials and approved capital expenditures used specifically for the project; and costs of services furnished for the project by other entities.

Overhead costs are **indirect** costs incurred by the grant recipient for a common purpose. They are not readily identifiable with a particular objective. Recipients are reimbursed for these costs at a rate of 25 percent of salaries and benefits (excluding overtime differential) for time devoted specifically to the project.

Examples of overhead costs include: the pro-rated cost of utilities at a multi-purpose facility used for grant and non-grant activities; costs of maintaining a department that provides services to projects other than those specified in the grant (e.g., a warehouse or mailroom); and the costs of supervisory personnel.

In addition, reimbursements to another government entity for any portion of that other entity's contributions are eligible.

Note: Refreshments are only eligible under certain conditions. See page 12 of these guidelines, and Administrative Requirements for Ecology Grants and Loans, WDOE 91-18, for detailed information.

Computers

Computer costs **directly** related to CPG activities are eligible. However, you must have prior authorization before buying computers and related software. Replacement and upgrade costs are operational and are **not** eligible.

Common Eligible Costs

When associated with grant projects the following are typically eligible:

- Coordination and Administration Staff

You must correctly document salaries and benefits of employees working on a project funded by the grant.

Salaries and benefits eligible for grant funding are limited to actual staff hours worked on Coordinated Prevention Grant projects, excluding overtime differential, staff at recycling facilities and preparation of grant applications. Staff hours spent on these activities must be separated from time spent on non-grant activities on time sheets. (The State Auditor has consistently ruled that you must have signed time sheets available.) Salaries and benefits may not be prorated, based on a percentage of time, or based on any other formula.

- Travel
- Training for local government staff
- Consultant and engineering services
- Public involvement and education activities
- Printing and mailing
- Equipment and supplies
- Facility construction
- Project management and administration

Ineligible Costs

Ineligible costs, programs, projects and activities include:

- Preparing grant applications
- Administration not directly related to execution of tasks in a grant project, except for allowable overhead
- Overtime differential
- Landfill closures, except emergency work at landfills closed under Chapter 173-304 WAC
- New landfill construction, landfill expansion, or landfill upgrading at an operating facility, to meet the requirements of Chapters 173-304 and 173-351 WAC, or other applicable regulations
- Solid waste collection, processing and disposal costs, including equipment, transfer stations, operational costs, and solid waste collection events
- Equipment for commercial establishments
- Solid waste incinerator feasibility studies, construction plans, construction, and maintenance or operation
- Support of a solid waste recycling activity or service in a locale, if Ecology determines, at the time of the grant application, that the activity or service is reasonably available from private enterprise to persons within that locale
- Operational costs including, but not limited to, collection and processing costs of recycling programs, except for the limited activities of recycling coordinators as described earlier and for moderate risk waste facilities as described on page 11
- Operational costs including, but not limited to, salaries, supplies, transport and disposal costs associated with yard waste and solid waste recyclables collection events (special collection events), and groundwater monitoring wells
- Using sewage treatment plant sludge or biosolids as a component of a yard waste composting project, if the major purpose of the project is to manage sludge or biosolids
- Replacement costs for tools, equipment and facilities that were originally paid for with grant funds
- Projects that are primarily public works projects, such as buying asphalt mill trenchers (situations may vary; check with your grant project officer)
- City-wide garage sales
- Magazine or newspaper subscriptions

- Memberships in civic, business, technical or professional organizations

Costs Incurred Before the Effective Date

Grants will not pay for costs incurred before the effective date of the grant agreement, unless they are pre-authorized and there are specific provisions in the grant agreement for them.

Emergency Grants

Sometimes a local government faces an unanticipated and immediate threat to human health and the environment. These situations may be grant eligible, even though the project is not identified in an adopted local hazardous or solid waste management plan. The emergency activity must otherwise be eligible under the Coordinated Prevention Grant Program.

Local governments have used emergency grants from the Coordinated Prevention Grant Program to collect and recycle storm debris, to capture CFC's and oils from appliances damaged by forest fires that burned through settled areas, and to repair landfill caps (those closed under Chapter 173-304 WAC) eroded by major storms. You can access emergency grant funds through your grant project officer in the Regional Office.

For assistance with disposal costs for contaminated used oil see page 12.

Chapter 4: How To Apply For A Grant

This chapter explains how to apply for a grant, how Ecology will review an application, the application schedules, and the requirements for grant offers and agreements. (See Appendix D for application forms and instructions and Appendix E for sample applications)

Funding Cycles

Coordinated Prevention Grants operate on a two-year cycle, using calendar years. The cycle begins January 1 of even-numbered years. (See Chapter 5: Financial Information *to find out how the funding allocations are set.*)

Application Period

The application period is timed so applications will be accepted and evaluated, and agreements will be negotiated and signed in time for projects to be concurrent with the two-year grant period (January 1, 2000 – December 31, 2001).

Applications will be accepted **July 1 through September 30, 1999**. Applications received after September 30, 1999 may result in a delay in funding. Grants awarded will fund projects through December 31, 2001.

Allocations for the 2000-01 grant cycle will not be held in reserve for jurisdictions who do not apply for and fully negotiate a grant by April 1, 2000.

(See Table 5-1 Chapter 5: Financial Information for the 2000-01 funding allocation amounts for each countywide area.)

Supplemental grant applications will be accepted from April 1, 2000 through June 30, 2000. Instructions for application will be issued prior to the April 1st opening.

Emergency Applications

Emergency applications may be made for projects to deal with unanticipated and immediate threats to air, land and water. They may be submitted at any time in the two-year cycle. Contact your Ecology grant project officer for more information.

Pre-application Process

We strongly encourage any local government wishing to apply for a grant to have a preapplication conference with Ecology's grant project officer and solid waste planner. Ecology's grant project officer will schedule the conference, which may include cities, tribes, and other local governments and public bodies.

This conference is used to discuss all aspects of the Coordinated Prevention Grant Program, such as:

- What changes have been made to the program
- What funds are available
- How to fill out the application forms
- The scope of work and time schedule
- Local, regional and state priorities
- How Ecology's Solid Waste and Financial Assistance Program administers grants
- Any concerns the local governments may have

The Ecology grant project officer and planner can help in preparing the application. *(See Appendix A of these guidelines for a list of Ecology grant project officers.)*

Unified And Package Applications

Ecology provides two approaches that applicants can use to secure grant funding – **unified** applications or **package** applications. Ecology may make more than one grant agreement for each application.

The Unified Application Approach

A unified grant application is a single application that serves the county and all other local governments within the county. The unified application approach was designed to promote and support cooperation among local governments and regional solutions to waste management problems. It presupposes a specific level of agreement among area local governments on the list of waste programs and projects that should be undertaken in the current funding cycle.

Submitting a unified application makes a county eligible for **financial incentives**. The incentives are either 10 percent more in grant monies or, for those counties whose match is 40 percent, a five percent reduction to 35 percent match. Economically distressed areas cannot receive the lower match incentive.

(For a detailed explanation of how the financial incentives are computed, see page 34.)

A unified application must:

- Be used for eligible projects
- Be submitted by the county agency with solid waste planning authority, unless the county executive or commissioners designate another agency or department.
- Contain a commitment to provide matching funds.

- Include a scope of work for each project.
- Be approved and signed by all jurisdictions eligible to **apply directly** for a grant. This includes the county, the jurisdictional health authority, and any city with its own local hazardous or solid waste management plan. In some cases, lead implementation agencies must also approve the application. (*See Chapter 2: Who is Eligible for These Grants?*)
- Include documentation that all jurisdictions eligible to **receive** a grant have been notified within a reasonable time, and that the jurisdictions had the opportunity to request that their projects be included in the application. (Eligible jurisdictions include cities and lead implementation agencies that have an adopted and approved local hazardous waste and/or solid waste management plan.) This does not mean the eligible jurisdictions need to formally approve the contents of the application.

Documentation could be a copy of a letter notifying others of the availability of grant funds and an offer to consider requests for project funding, and a list of who received the letter. It could also be a copy of a public notice carried in a newspaper of countywide circulation, or a record of public meetings where the subject was open to discussion and eligible jurisdictions were invited.

- Contain a maximum grant request that does not exceed the funding allocation plus the selected financial incentive. (*See Chapter 5: Financial Information for a discussion of financial incentives.*)

If a city that signed the solid waste plan challenges an application, asserting that the city did not have the opportunity for input, the application will be delayed until the applicant has shown they have fairly considered the city's request.

The Package Application Approach

Before preparing a Coordinated Prevention Grant application, the responsible officials must review their plans and select projects for funding. Ecology recognizes that those officials may not always reach consensus on which projects should be selected. When this happens, the package application approach may be used.

A package application is a packet of two or more applications from two or more different jurisdictions within a county. The package must be submitted by the county agency with solid waste responsibility, unless the county executive or commissioners designate(s) another agency or department. Projects selected for the package application must still be part of the plans and eligible as defined in *Chapter 3: What is Eligible?*

If the total of the grant requests exceeds the funding allocation, some requested projects may not be funded. The Solid Waste and Financial Assistance Program will coordinate selecting projects for funding from package applications.

Each individual application in the packet must:

- Contain a commitment to provide matching funds.

- Include a detailed scope of work, budget, and timeline for each project.
- Be prepared by a grant-eligible jurisdiction.

The package must include documentation that all cities and lead implementation agencies that have an adopted and approved the local hazardous or solid waste management plan have had the opportunity to request that projects meeting Coordinated Prevention Grant eligibility requirements be included in the application. This does not mean the cities need to formally approve the contents of the application.

These project requests must be submitted as an attachment to the county's individual application.

Evaluating Applications

In developing your Coordinated Prevention Grant application Ecology urges you to consider the following criteria:

- The degree to which the application complies with local hazardous or solid waste management plans.
- The degree to which the application supports regional solutions and intergovernmental cooperation.
- The degree to which the application supports meeting the needs of local government for projects that prevent environmental contamination from hazardous and solid waste.
- The degree to which the outcomes of the project can be measured.
- The degree to which the application supports state goals, such as the overall recycling rate and recycling rate for used oil.
- The degree to which the application benefits residents of the county, whether they reside in incorporated or unincorporated areas.
- The degree to which the application supports environmental equity.
- The degree to which the application supports efficient use of the state's resources.
- The readiness of the project to proceed, as evidenced by clarity of concept, appropriate staff on board, and thoroughness of the proposal.
- The severity of the hazardous or solid waste problem, and its impact on the air, land and water.

Ecology will review your proposed local activities in relationship with the state goals to ensure they are complimentary. If Ecology does not find an application to conform to the above grant criteria, your Project Officer will work with you to refine the application. Ecology evaluates applications to fulfill our stewardship role of the Coordinated Prevention Grants Program and those Local Toxics Control Account funds that support the program.

Grant Offer

Ecology makes a grant offer to the applicant after Ecology and the applicant have successfully negotiated a scope of work, schedule and funding scheme. Funds must be available and all applicant and project eligibility requirements must be met.

Grant Agreement

Grant monies cannot be disbursed until the grant agreement is effective. A grant agreement is effective after:

- 1) The grant agreement has been signed by an authorized official of the applicant, and
- 2) The grant agreement has been signed by Ecology's Solid Waste and Financial Assistance Program Manager.

Chapter 5: Financial Information

This chapter will help applicants understand where the money for Coordinated Prevention Grants comes from, the level of funds available to each jurisdiction, and how to get paid.

Note: See Chapter 3: What Is Eligible for information on the types of projects and costs for projects that grants will pay for.

Funding Source

There is one funding source for Coordinated Prevention Grants: the Local Toxics Control Account. The availability of money for grants depends on:

- 1) The amount of money in the account; and
- 2) The amount of money the Legislature appropriates from the account.

Local Toxics Control Account

These funds are generated by a tax on the first possession of hazardous substances in the state. The law that authorizes this funding account stipulates that the funds should go, in priority order, to remedial actions, hazardous waste plans and programs, and solid waste plans and programs. For the 2000-2001 grant cycle, Ecology has allocated \$25.2 million for Remedial Action Grants, and \$16.8 million for Coordinated Prevention Grants. Another \$700,000 partially funds Public Participation Grants, which are small grants to citizen groups for toxic site cleanup and waste prevention issues.

Allocations

CPG – Solid and Hazardous Waste

The following information applies to Coordinated Prevention Grants for activities other than solid waste enforcement.

For the Coordinated Prevention - solid waste and hazardous waste activities the funding allocation for each county is calculated using a base amount for each county, plus a per capita amount according to county population as shown by the 1998 estimates by the state Office of Financial Management (*See Appendix C*). The base and per capita amounts may change from funding cycle to funding cycle. For the 2000-01 funding cycle, the fixed amount will be \$80,000 per county and approximately \$1.585 per capita. (*See Table 5-1 for LTCA allocations.*)

If the scope of work outlined in the grant agreement is not completed by the end of the two-year grant period, it must be completed in the next two-year grant period using the next biennial allocation.

Ecology will release all funds not applied for and obligated (i.e., an agreement has been fully negotiated) by April 1, 2000. Ecology will offer a supplemental program using these unrequested funds.

Supplemental solid and hazardous waste implementation funds will be awarded to jurisdictions that demonstrate a need, support the priorities established in RCW 70.105D.070 (3)(a) and have an eligible project(s) under these guidelines. These funds will be used for solid and hazardous waste implementation projects. Should the implementation requests not exhaust the fund balance the remainder will be made available for solid waste enforcement activities. Applications will be accepted from April 1, 2000 until June 30, 2000.

These allocations are **not** entitlements; they represent the maximum grant that Ecology will award to qualified applicants during the application period. These allocations cannot be banked. They must be spent within the two-year grant cycle. Ecology will not extend this two-year period.

If the scope of work outlined in the grant agreement is not completed by the end of the two-year grant period, it must be completed in the next two-year grant period using the next biennial allocation.

Funds obligated but unspent at the end of the 2000-01 grant cycle will revert to the account for reappropriation by the Legislature.

CPG - Solid Waste Enforcement

The following information applies to Coordinated Prevention Grants for solid waste enforcement activities.

Allocations for CPG - solid waste enforcement (*See Table 5-2*) are:

- \$100,000 for single-county health departments/districts
- \$150,000 for multi-county health departments/districts

Funds allocated for solid waste enforcement activities cannot be used for other Coordinated Prevention Grant activities.

Supplemental solid waste enforcement funds will be awarded to jurisdictions that demonstrate a need, support the priorities established in RCW 70.105D.070 (3)(a) and have an eligible project(s) under these guidelines. These funds will be used for solid waste enforcement activities. Should enforcement requests not exhaust the fund balance the remainder will be made available for general solid and hazardous waste implementation projects. Applications will be accepted starting April 1, 2000, extending through June 30, 2000.

These allocations are **not** entitlements; they represent the maximum grant that Ecology will award to qualified applicants during the application period. These allocations cannot be banked. They must be spent within the two-year grant cycle. Ecology will not extend this two-year period.

If the scope of work outlined in the grant agreement is not completed by the end of the two-year grant period, it must be completed in the next two-year grant period using the next biennial allocation.

Funds obligated but unspent at the end of the 2000-01 grant cycle will revert to the account for reappropriation by the Legislature.

Table 5-1
2000-01 CPG Funding Allocation
Local Toxics Control Account (LTCA)

— LTCA —					
COUNTY	1998 POPULATION	LTCA FIXED AMOUNT	PER CAPITA ALLOCATION (X \$1,585)	10% INCENTIVE	2000-01 TOTAL ALLOCATION
ADAMS*	15,900	80,000	25,202	10,520	115,722
ASOTIN	20,000	80,000	31,700	11,170	122,870
BENTON	137,500	80,000	217,938	29,794	327,731
CHELAN	62,600	80,000	99,221	17,922	197,143
CLALLAM	66,700	80,000	105,720	18,572	204,291
CLARK	328,000	80,000	519,880	59,988	659,868
COLUMBIA	4,200	80,000	6,657	8,666	95,323
COWLITZ	93,100	80,000	147,564	22,756	250,320
DOUGLAS*	31,400	80,000	49,769	12,977	142,746
FERRY*	7,300	80,000	11,571	9,157	100,728
FRANKLIN*	44,400	80,000	70,374	15,037	165,411
GARFIELD	2,400	80,000	3,804	8,380	92,184
GRANT*	69,400	80,000	109,999	19,000	208,999
GRAYS HARBOR	67,900	80,000	107,622	18,762	206,384
ISLAND	72,600	80,000	115,071	19,507	214,578
JEFFERSON	26,500	80,000	42,003	12,200	134,203
KING	1,665,800	80,000	2,640,293	272,029	2,992,322
KITSAP	229,000	80,000	362,965	44,297	487,252
KITTITAS*	31,400	80,000	49,769	12,977	142,746
KLICKITAT*	19,100	80,000	30,274	11,027	121,301
LEWIS*	68,600	80,000	108,731	18,873	207,604
LINCOLN	10,000	80,000	15,850	9,585	105,435
MASON*	48,300	80,000	76,556	15,656	172,211
OKANOGAN*	38,400	80,000	60,864	14,086	154,950
PACIFIC*	21,500	80,000	34,078	11,408	125,485
PEND OREILLE*	11,200	80,000	17,752	9,775	107,527
PIERCE	686,800	80,000	1,088,578	116,858	1,285,436
SAN JUAN	12,600	80,000	19,971	9,997	109,968
SKAGIT	98,700	80,000	156,440	23,644	260,083
SKAMANIA*	9,900	80,000	15,692	9,569	105,261
SNOHOMISH	568,100	80,000	900,439	98,044	1,078,482
SPOKANE	410,900	80,000	651,277	73,128	804,404
STEVENS*	37,600	80,000	59,596	13,960	153,556
THURSTON	199,700	80,000	316,525	39,652	436,177
WAHIAKUM*	3,900	80,000	6,182	8,618	94,800
WALLA WALLA*	54,600	80,000	86,541	16,654	183,195
WHATCOM	157,500	80,000	249,638	32,964	362,601
WHITMAN	41,400	80,000	65,619	14,562	160,181
YAKIMA*	210,500	80,000	333,643	41,364	455,007
TOTALS		\$3,120,000	\$9,011,359	\$1,213,136	\$13,344,495

*Economically disadvantaged counties.

Table 5-2
2000-01
Solid Waste Enforcement Funding Allocation

RECIPIENT	MAXIMUM GRANT ALLOCATION
Adams County Environmental Health	\$100,000
Asotin County	100,000
Benton-Franklin Health District	150,000
Bremerton/Kitsap Health District	100,000
Chelan/Douglas Health District	150,000
Clallam County Community Development	100,000
Cowlitz County Health Department	100,000
Columbia County Health District	100,000
Grant County Health District	100,000
Grays Harbor Department of Human Services	100,000
Island County Health Department	100,000
Jefferson County Health Department	100,000
Kittitas County Health Department	100,000
Klickitat County Health Department	100,000
Lewis County Public Services	100,000
Lincoln County Health Department	100,000
Mason County Health Department	100,000
Northeast Tri-County Health District	150,000
Okanogan County Health District	100,000
Pacific County Health District	100,000
San Juan County Health Department	100,000
Seattle-King County Department of Health	100,000
Skagit County Health District	100,000
Snohomish Health District	100,000
Spokane County Health District	100,000
Southwest Washington Health District	150,000
Tacoma-Pierce County Health Department	100,000
Thurston County Public Health Department	100,000
Wahkiakum County Health Department	100,000
Walla Walla County/City Health Department	100,000
Whatcom County Health Department	100,000
Whitman County Health Department	100,000
Yakima County Health District	100,000
TOTAL	\$3,500,000

State Share/Local Match

Coordinated Prevention Grants pay for a portion of the costs of an eligible project. The local government must support the remaining costs. The standard ratio for these grants is 60 percent grant monies and 40 percent local match monies. Certain circumstances can change this ratio, but due to limits in the authorizing legislation, the grant portion can never exceed 75 percent.

The variables that determine the local match level are:

- 1) If the county is economically disadvantaged,
- 2) If a unified grant application is accepted, and
- 3) Which match incentive is chosen

(See Chapter 4: How to Apply For a Grant *for an explanation of a “unified” application.*)

Economic Disadvantage

Certain parts of the state are considered economically disadvantaged, and less able to supply the required local match. These counties are allowed a 75 percent grant to 25 percent local match ratio. A county is considered economically disadvantaged if it meets these criteria:

- 1) Per capita income, as measured by the latest official estimate of the state Office of Financial Management, is in the lower 20 counties of the state; and
- 2) Economic distress (high unemployment) exists as defined by Chapter 43.165 RCW. This means the county must have an unemployment rate that is 20 percent above the statewide average for the previous three years as determined by the Washington State Department of Employment Security.

For this grant cycle, the following counties (and those communities within their borders) are considered economically disadvantaged under the Coordinated Prevention Grant Program:

Adams County
Douglas County
Ferry County
Franklin County
Grant County
Kittitas County
Klickitat County
Lewis County
Mason County
Okanogan County
Pacific County
Pend Oreille County
Skamania County
Stevens County

Wahkiakum County
Walla Walla County
Yakima County

Note: This list will be recalculated for the 2002-2003 grant cycle.

Residential Compost Bins in Economically Disadvantaged Counties

As a pilot project, local governments classified as economically disadvantaged according to these guidelines may use income from the sale of residential compost bins purchased through CPG agreements to satisfy local match requirements for that project. The sale price of the bins may **not** exceed that required to cover the match requirement. For example, if a single bin cost \$10.00 and grant funds covered 75% of this cost, or \$7.50, the bin could be sold for no more than \$2.50. This covers 25% of the cost needed to meet local match requirements. If bins are later found to be sold for more than is required to meet local match requirements, Ecology will seek cost-recovery for that income. This pilot project and its terms must be included in the grant agreement in order to be eligible.

In addition to information requested on progress report forms, documents containing the following information are required to satisfy this pilot project:

- total number of bins purchased (e.g. copy of purchase order)
- price per bin (e.g. copy of purchase order)
- number of bins sold (e.g. sales log)
- sale price of bin (e.g. copy of an advertisement, flyer, customer receipt)

Incentives

Ecology offers financial incentives for counties submitting unified applications, because they provide administrative and cooperative benefits. These incentives are:

- 1) Ten percent more grant monies; or
- 2) A five percent reduction in match.

If you are a local government in an economically disadvantaged county, you already have the lowest match level allowed. You can only receive the 10 percent larger grant as your incentive.

Table 5-3
State Share/Local Match Funding Requirements

	ELIGIBLE FOR INCENTIVE (Unified Application)	NOT ELIGIBLE FOR INCENTIVE (Package Application)	
Economically Disadvantaged counties	75% State Share	75% State Share	<u>and</u> 10% more Total Allocation*
	25% Local Share	25% Local Share	
All counties except economically disadvantaged	60% State Share	65% State Share	<u>Or</u> 10% more Total Allocation* (Ratio 60/40)
	40% Local Share	35% Local Share	

* Does not apply to enforcement grants.

The Ecology grant project officer will help applicants draw up budgets when more than one county and/or different match rates are involved.

Valid Match

Allowable sources of match include:

- Local revenues, including but not limited to, general tax revenues or solid waste utility fees
- Loans
- Federal grant funds, including general revenue sharing funds
- Interlocal costs. Interlocal costs are a type of in-kind contribution made to a project by another local government pursuant to a valid written agreement between the grant recipient and the other government. The agreement must detail the work to be accomplished, the goods and services to be provided, and their value.

Items That Cannot Be Used As Match

Applicants cannot use in-kind contributions as match, except for interlocal costs (see above). In-kind contributions are property or services that benefit a project that are contributed by a third party, without direct monetary compensation, to the grant recipient (or any contractor under the agreement). In-kind contributions include donated or loaned real or personal property, volunteer services, and employee services donated by a third party. Per WAC 172-312-090(5).

City Proportionate Share

A city that is eligible for grant funds may receive a share of the countywide allocation. This share will not exceed the city's proportion of the county's population, unless Ecology, the county, the health department/district, and all other grant-eligible entities in the county agree.

Payment Requirements

Coordinated Prevention Grants are subject to the *Administrative Requirements for Ecology Grants and Loans (WDOE 91-18)*. Any payment for a Coordinated Prevention Grant project will be made in accordance with those guidelines. Read *Part IV, Financial Requirements* of the *Administrative Requirements for Ecology Grants and Loans* for complete instructions on the requirements for payment.

Keep in mind these important points:

- Payment is made on a reimbursement basis. The money must first be spent before Ecology will pay grant funds.
- You are not required to submit supporting documentation (such as signed time sheets) with payment requests. You must, however, still maintain supporting documentation in your grant files. All grants are subject to audit for 36 months after the project is completed.
- When submitting a payment request, you need to submit the following forms required by Ecology's *Administrative Requirements for Grants and Loans*:

Form A - Invoice Voucher A-19

Form B1 and/or B2 - Running Budget Forms

Form C1 and/or C2 - Voucher Support Forms

Form D - Contractor Participation Form (MWBE)

Progress Report

You must keep your accounting records in accordance with the requirements of *Part VI: Close-Out* of the *Administrative Requirements for Ecology Grants and Loans*. This especially applies to keeping signed time sheets documenting local staff contributions. Billable hours must relate to the grant tasks of the budget. The State Auditor has consistently ruled that signed time sheets must be available. Failure to keep your accounting records in accordance with requirements may result in denial of reimbursement.

Chapter 6: Performance Monitoring, Amendments, And Close-Out

This chapter explains how grant performance will be monitored, how amendments can be made, and the process to close out a grant.

Performance Monitoring

Performance monitoring is the on-going review of a grant recipient's performance in order to ensure successful outcomes.

A successful project motivates people to improve their behaviors regarding the environment. If a project provides the systems and facilities needed to protect and improve our air, land and water, it is successful. Success means there is a measurable improvement in our air, land and water. Sometimes the improvement is a halting of further degradation.

Performance monitoring determines if a grant recipient:

- Is carrying out the activities described in the scope of work in an effective and timely manner.
- Is making progress towards the desired outcome(s).
- Complies with the Special and General Terms and Conditions of the grant agreement, as well as the *Administrative Requirements for Ecology Grants and Loans* and Chapter 173-312 WAC.

Performance Monitoring Procedure

To accomplish the objectives of performance monitoring, Ecology staff reviews a grant recipient's progress reports, files and requests for payment, and makes on-site monitoring visits.

(See the Administrative Requirements for Ecology Grants and Loans for detailed information on the requirements for reporting and documentation.)

Progress Reports

Progress Reporting Deadlines

Quarter 1:	April	30,	2000
Quarter 2:	July	30,	2000
Quarter 3:	October	30,	2000
Quarter 4:	January	30,	2001
Quarter 1:	April	30,	2001
Quarter 2:	July	30,	2001
Quarter 3:	October	30,	2001
Quarter 4:	February	15,	2002

You must submit progress reports with each payment request. At a minimum, progress reports must be submitted each quarter. Reports are due 30 days following the end of the quarter. **Payment requests received without accompanying progress reports cannot be processed.**

There are two types of progress reports. One for reporting solid waste enforcement activities and one for all other Coordinated Prevention Grant activities. *(See Appendix G, Progress Reporting Forms, for CPG and Solid Waste Enforcement)*

The progress reports should provide basic project information and will give you an opportunity to describe any changes in your program. The report asks you to describe your accomplishments towards expected outcomes/impacts and your progress made towards meeting your intended environmental goal(s). In addition to the requested narrative portion of the report, you are asked to provide types of activities and numbers associated with each task. For household hazardous waste collection there is a more detailed report listing amounts collected, recycled and disposed.

The information reported on the progress reports will be entered into a database and used to provide quantitative and qualitative data on all grant activities.

Grants are like investments. People make investments because they believe they will receive a return on that investment. We make grants for the same reason, to receive a return in improved air, land and water, which we would not get without that investment of money, time and effort. In some cases, the return is more of a protection from further degradation than an improvement, but it is still a return. Your progress report is the documentation of that return. It also helps you to evaluate the success of the project when it's finished.

The final progress report is needed before the final payment can be made. The final report must communicate the overall results of your work, summarizing accomplishments and discussing whether the goals were achieved. Please be sure to include a summary discussion of your successes and failures learned from your project. The emphasis should be on results. The final progress report is due 45 days after the expiration date of the grant agreement. If you cannot meet this deadline, contact your grant project officer to work out a schedule.

In addition to these regularly scheduled reports, you should notify your grant project officer as soon as possible when any significant problems or favorable developments occur, or when there are any changes in significant project staff or contractors.

Review of Requests for Payment

Your grant project officer reviews each request for payment (voucher) to make sure it is properly completed, has all the necessary forms, and charges the correct amounts to the appropriate task(s).

Vouchers should be submitted in a timely manner. They must be submitted **at least quarterly**, and the final voucher must be submitted within 45 days of the end of the project. If you cannot meet this deadline, contact your grant project officer to work out a schedule. **You can jeopardize funding for future projects if you do not submit the quarterly and final vouchers.**

Draft and Final Documents Requiring Ecology Review

The “Special Terms and Conditions” included in all grant agreements identifies certain requirements regarding reporting, submittal and approval of documents relating to or developed under the grant agreement. Some documents must be submitted to the Department for review and approval. Others need to be submitted to verify they have been completed and to make them available to other grant recipients. Ecology staff are available to review and comment upon any document as requested by the recipient, whether it is required to be submitted or not.

On-site Inspections

The grant project officer and/or other appropriate staff may make periodic visits to inspect the progress of construction projects or to discuss and evaluate the progress of grant-funded programs.

They may attend local Solid Waste Advisory Committee meetings, and workshops and training programs developed as part of grant-funded programs.

Product Review

Promotional and educational materials shall be submitted to Ecology for our files, but review and approval of the products are not required before printing. We will review and comment on draft materials at your request. Ecology may require an acknowledgement of partial funding by Ecology on promotional and educational materials.

Final Performance Evaluation

Before closing out a grant, the grant project officer completes a final performance evaluation. The grant project officer and/or appropriate staff conduct(s) a final on-site inspection on all construction projects to check the buildings and equipment paid for by the grant.

Audit

The grant project officer may review your grant files and supporting documentation during the course of the grant.

All grants are subject to audit for 36 months after the project is completed.

Amendments

Formal Amendments

These are amendments to add or change tasks or to increase funds. Authorized officials of Ecology and the recipient must sign them.

Letter Amendments

These are amendments to change schedules and redistribute funds within tasks. They need only the signature of the project officer.

Grants can not be extended past the December 31, 2001 termination date.

(See the Administrative Requirements for Ecology Grants and Loans, WDOE 91-18, for detailed information on amendment procedures.)

Close-Out Schedule

Ecology will close out the **project** when it determines that all requirements of the agreement and the *Administrative Requirements for Ecology Grants and Loans* have been met, or when the project has been terminated.

The **grant award** will be for a two-year period, ending December 31, 2001. Ecology will obligate Coordinated Prevention Grant funds to a recipient for a maximum of two years. During this time, the recipient must try to accomplish the scope of work as set forth in the agreement. If the scope of work specified in the grant agreement is not completed by the end of the two-year grant period, it must be completed in the

subsequent two-year grant period using the next biennial allocation. Awards can not be extended.

Recipient Responsibilities For Close-Out

You must provide Ecology all financial, performance and other reports required in the terms of the agreement within 45 days of the end of the agreement. These may include, but are not limited to:

- Final request for payment (if applicable);
- Completion schedule and budget of unaccomplished project(s) (if applicable); and
- Reports and documents required by the grant agreement.

Remember, if you cannot meet this deadline, contact your grant project officer to work out a schedule.

Ecology Responsibilities For Close-Out

Within 30 days after you have submitted all required reports or the project has been completed, whichever comes later, the grant project officer completes the final performance evaluation. The grant project officer indicates if the project was completed to the satisfaction of the Department of Ecology. *(See Administrative Requirements for Ecology Grants and Loans for details on audit of final payments.*

APPENDIX A

Ecology Regional
Grant Project Officers

Ecology Regional Grant Project Officers

OFFICE	NAME	PHONE #	E-MAIL ADDRESS
Northwest Regional Office	Peter Christiansen	(425) 649-7076	pchr461@ecy.wa.gov
Southwest Regional Office	Mike Drumright	(360) 407-6059	mdru461@ecy.wa.gov
	Mikel Baxter	(360) 407-0067	mbax461@ecy.wa.gov
Eastern Regional Office	Dan Koroma	(509) 456-4081	dkor461@ecy.wa.gov
	Marni Solheim	(509) 456-7657	msol461@ecy.wa.gov
Central Regional Office	David Giglio	(509) 454-7893	dgig461@ecy.wa.gov
Ecology Headquarters	Diane Singer	(360) 407-6062	dire461@ecy.wa.gov

APPENDIX B

Glossary of Terms

Appendix B

Glossary of Terms

Agreement means the formal written contractual arrangement, signed by the authorized official(s) of the recipient and Ecology, which details the terms of the grant or loan. It includes, at a minimum, an approved scope of work, expected outcomes, total project costs, funding percentages, eligibility criteria, budget and performance schedule.

Allowable Costs are costs included in the categories of allowable costs detailed in Part II of the Administrative Requirements for Ecology Grants and Loans, WDOE 91-18.

Amendment means a written document, signed by the authorized official of Ecology, which details the changes or revisions to the original terms of the grant or loan. There are two types of amendments allowed – letter and formal. *(See the Administrative Requirements for Ecology Grants and Loans, WDOE 91-18, for detailed information.)*

Authorized Official is a person designated by the recipient or by Ecology to sign a grant or loan agreement and any formal amendments to it.

Capital Costs means the costs of facilities, land, and equipment, and repairs that materially increase their value or useful life.

Cash Expenditure means any cash outlay by the recipient, regardless of the source of funds, for direct costs of goods and/or services, salaries and benefits of recipient employees; overhead costs; and payments made to contractors.

Close-Out means the process by which all administrative matters relative to a grant are reconciled in order to close the file.

Contract means a written instrument whose principal purpose is the procurement – by purchase or lease – of goods or services for the direct benefit of the project.

Department means the Department of Ecology.

Disposal Costs means the costs to transport material, and to treat, recycle, incinerate or place it in a landfill. It does not include the costs to collect material and prepare it for disposal.

Disposal Site means the location where any final treatment, utilization, processing or deposit of solid waste occurs.

Ecology Regional Grant Project Officer/Project Manager means the Ecology staff person assigned to negotiate the terms of any agreement with the recipient and to manage the project.

Economically Disadvantaged County means a county that (a) has an unemployment rate that is 20 percent above the state-wide average for the previous three years and (b) ranks among the lowest 20 in per capita income as established by the state Office of Financial Management.

Effective Date (of an agreement) means the earliest date on which eligible project costs may be incurred. Unless otherwise stated in the agreement, the effective date is the date that the agreement was signed by Ecology.

Eligible Costs are costs that meet all eligibility criteria established in the terms of the grant agreement. This includes any criteria related to the nature and the amount of the costs. If a cash expenditure is eligible, this implies that it will be reimbursed, in whole or in part, with state funds. If an in-kind contribution is eligible, a recipient may use it to meet the match requirement. (*See Interlocal Costs.*)

Environmental Equity means the proportionate and equitable distribution of environmental benefits and risks among diverse economic and cultural communities. It ensures that the policies, activities and responses of government entities do not differently impact diverse social and economic groups. Environmental equity promotes a safe and healthy environment for all people.

Grant means an award of money or property to accomplish a public purpose authorized by statute. The term does not include technical assistance, which provides services instead of money, or other assistance such as revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Nor does the term include assistance, such as a fellowship or other lump sum, for which the recipient is not required to account. *(NOTE: This should not be confused with technical assistance grants, which are awards of money to accomplish technical assistance.)*

Hazardous Waste means and includes all dangerous and extremely hazardous waste. This term includes moderate risk waste (*see Moderate Risk Waste*). The wastes, however, are different from a legal and regulatory perspective.

In-Kind Contributions are property or services that benefit a project and are contributed to the recipient (or any contractor under the grant agreement) by a third party, without direct monetary compensation. In-kind contributions include donated or loaned real or personal property, volunteer services, and employee services donated by a third party. These are not allowable under the Coordinated Prevention Grants Program, except as interlocal costs.

Interlocal Agreement means an agreement developed in accordance with Chapter 39.34 RCW, Interlocal Cooperation Act. The Interlocal Agreement shall be signed by the authorized officials of the local governments involved, and shall specify the services and/or facilities to be provided and any compensation between the local governments for such services and/or facilities.

Interlocal Costs are in-kind contributions made to a project by another local government pursuant to a valid written agreement (such as an interlocal agreement) between the recipient and the contributing entity that details the work to be accomplished, the goods and services to be provided, and the value thereof. This is the only form of in-kind contribution allowed under the Coordinated Prevention Grant Program.

If the recipient reimburses another governmental entity for any portion of its contributions, the amount paid to the other entity is not an interlocal cost. It is a cash expenditure on the part of the recipient. Only the non-reimbursed portion of the other governmental entity's contributions is an interlocal cost.

Jurisdiction means a city, a county, a city-county joint entity, or a public health district/department.

Landfill means a disposal facility or part of a facility at which solid waste is permanently placed in or on land and which is not a land-spreading disposal facility.

Lead Implementation Agency means the agency designated in the adopted local hazardous or solid waste management plan as having the principal responsibility for the execution of all or most of the plan, and/or the coordinating agency which delegates responsibility to other agencies to execute portions of the plan.

Local Comprehensive Solid Waste Management Plan means the plan to manage solid waste that a local government is required to prepare pursuant to Chapter 70.95 RCW.

Local Government means any political subdivision, regional governmental unit, district, municipal or public corporation, including cities, towns, and counties. The term encompasses but does not refer specifically to the departments within a city, town, or county.

Local Hazardous Waste Management Plan means the plan to manage moderate risk waste that a local government is required to prepare pursuant to Chapter 70.105 RCW.

Match means that portion of the cash expenditures borne by recipient funds and the value of the interlocal costs applied to the project, if any.

Moderate Risk Waste means (a) any waste that exhibits any of the properties of hazardous waste but is exempt from regulation under Chapter 70.105 RCW solely because the waste is generated in quantities below the threshold for regulation, and (b) any household wastes that are generated from the disposal of substances identified by the Department as hazardous household substances or substances that exhibit any of the properties of hazardous waste.

Operating expenses means the day-to-day costs of running a facility, including labor.

Overhead means those costs that benefit more than one activity of the recipient (including the grant project) and that cannot be directly assigned to an objective of the project.

Package Application (*See Chapter 4: How to Apply for a Grant.*)

Pollution Prevention means source reduction, protection of natural resources by conservation, or increased efficiency in the use of raw materials, energy, water, or other resources. Source reduction is any practice that eliminates or reduces the amount of pollutants, contaminants, or hazardous substances, including fugitive emissions, entering a waste stream or being released into the environment. The elimination or reduction is achieved prior to recycling, treatment, or disposal

Recipient means the entity to which the funding is awarded and which is accountable for the use of the funds provided. The recipient is the entire legal entity even if only one component or department is designated in the agreement document.

Recyclable Materials means those solid wastes separated for recycling or reuse, such as papers, metals, and glass, that are identified as recyclable materials pursuant to a local comprehensive solid waste management plan.

Recycling means transforming or remanufacturing waste materials into usable or marketable materials for use other than landfill disposal or incineration.

Responsible Official means a grant recipient employee primarily responsible for working with Ecology on the grant project (e.g., public works director, public health director, recycling coordinator, solid waste planner).

Retroactive Funding means expenditures for work done prior to the effective date of the grant agreement.

Small Quantity Generator means a commercial generator of a waste that exhibits any of the properties of hazardous waste but is exempt from regulation under Chapter 70.105 RCW solely because the waste is generated or stored in quantities below the threshold for regulation.

Solid Waste means all putrescible and nonputrescible solid and semisolid wastes including, but not limited to, garbage, rubbish, ashes, industrial wastes, swill, demolition and construction wastes, abandoned vehicles or parts thereof, and recyclable materials.

Unified Application (*See Chapter 4: How to Apply for a Grant.*)

APPENDIX C

Bibliography

APPENDIX C

Bibliography

CHAPTER 39.34 RCW	Interlocal Cooperation Act
CHAPTER 43.165	Community Revitalization Team - Assistance to Distressed Areas
CHAPTER 70.93	Waste Reduction, Recycling and Model Litter Control Act
CHAPTER 70.95 RCW	Solid Waste Management - Reduction and Recycling
CHAPTER 70.95E RCW	Hazardous Waste Fees
CHAPTER 70.105 RCW	Hazardous Waste Management
CHAPTER 70.105D RCW	Hazardous Waste Cleanup - Model Toxics Control Act
CHAPTER 82.21 RCW	Hazardous Substance Tax - Model Toxics Control Act
CHAPTER 173-303 WAC	Dangerous Waste Regulations
CHAPTER 173-304 WAC	Minimum Functional Standards for Solid Waste Handling
CHAPTER 173-311 WAC	Moderate Risk Waste Grants
CHAPTER 173-312 WAC	Coordinated Prevention Grants
CHAPTER 173-319 WAC	Comprehensive Waste Reduction/Recycling Grants Program
CHAPTER 173-321 WAC	Public Participation Grants
CHAPTER 173-322 WAC	Remedial Action Grants
CHAPTER 173-351 WAC	Criteria for Municipal Solid Waste Landfills

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January 1997

Appendix D

Application Forms

**Attach to Your Grant Application
Documentation of
Notification of the Availability of
Grant Funds to Cities
Within Your Jurisdiction**

**FORM
CPG-A**

DEPARTMENT OF ECOLOGY
WASTE MANAGEMENT GRANTS
**APPLICATION FOR
COORDINATED PREVENTION GRANT**

January 1, 2000 - December 31, 2001

FOR ECOLOGY USE ONLY

Application No. _____

(1) TYPE OF APPLICATION

(1a) Format

(Check Only One)

- ☐ Unified
☐ Package

(1b) Application Type(s)

- ☐ Regular
☐ Emergency

(2) APPLICANT INFORMATION

Congressional District No. _____ Washington Legislative District No. _____

Water Resource Inventory Area (Name & Number): _____

(Refer to Map)

TYPE OF APPLICANT

- ☐ County
☐ City

- ☐ Health District/Department
☐ Other

Representative: _____

Address: _____

Department: _____

Project Coordinator: _____

Phone/FAX: _____

Title: _____

E-Mail: _____

(3a) FINANCIAL INCENTIVE SELECTED

Unified Requests Only

☐ Lower Match (Does not apply to economically disadvantaged counties) ☐ Larger Ecology Grant

(3b) TOTAL FUNDING REQUEST

Ecology Fund	Total Project Cost	Total Grant Amount	LOCAL MATCH	
			Cash	Interlocal Cost
LTCA				
Total Request:				

CERTIFICATION AND AGREEMENT

The undersigned representative certifies that the information submitted herewith is true and correct to the best of their knowledge and belief, and that they are authorized to submit this application.

The applicant agrees that if a grant is awarded on the basis of this application or any revision or amendment thereof, it will comply with all applicable statutory provisions, and with the applicable terms, conditions, and procedures of the Department of Ecology grant regulation and of the grant agreement.

Applicant Name & Title

Signature

Date

CERTIFICATION AND AGREEMENT

Unified applications must show the signatures of the authorized officials for the county, health district/department, any city with its own solid or hazardous waste management plan, and any lead implementing agency designated in the adopted hazardous or solid waste management plan.

Package applications will include two or more separate applications. Each application must show the signature of the authorized official for the applying jurisdiction.

Additional Signatures:

Instructions for FORM CPG-A

(1) TYPE OF APPLICATION

(1a) FORMAT - - Is this a unified or package application? CHECK ONE.

(1b) APPLICATION TYPE:

Regular - Applications may be submitted during the application period.

Emergency - Applications may be submitted at any time. They must be funded by LTCA. Contact your Grant Project Officer before submitting an emergency application.

(2) APPLICANT INFORMATION

Fill in the Congressional District No., Washington Legislative District No. , and the Water Resource Inventory Area. If there is more than one district/area involved, please include ALL districts/areas that apply.

(Designating the Water Resource Inventory Area (WRIA) will aid Ecology's efforts to approach environmental needs on a watershed-wide basis. See the map on the last page of this appendix to locate your jurisdiction's area. If you are still unsure which area to designate, please call the Solid Waste & Financial Assistance Program at (360) 407-6064.)

Type of Applicant: Check the box(es) that apply to your jurisdiction. (Unified application -- may check more than one box. Package application -- check only one box.) If OTHER, write in the type of agency.

Show the name and mailing address of the applying jurisdiction, and if applicable, which department is involved.

The Preparer is the person who has prepared this application. It should be someone who will be able to answer questions Ecology may have about the information on the application forms.

(3a) FINANCIAL INCENTIVE SELECTED

Financial incentives are only available to those jurisdictions who submit a unified request. Indicate if you wish to receive a lower match percentage or a larger Ecology grant as your incentive. Economically disadvantaged counties can only apply for a larger Ecology grant. Solid Waste Enforcement monies are only eligible for a lower match percentage. *(To find out how much you can receive for either of these incentives, see Table 5-3: State Share/Local Match Funding Requirements in Chapter 5.)*

(3b) TOTAL FUNDING REQUEST

Before you can complete this section, you will need to work up your project requests (Form CPG-B) and budgets by object (Form CPG-B-1).

Total Project Cost

This is the total of all of those costs that are allowable for funding by a coordinated prevention grant. NOTE: Even though a cost may be allowable under CPG, it may not be eligible because of budgetary or other statutory limitations. (See *Administrative Requirements for Ecology Grants and Loans*, WDOE 91-18.)

Total Grant Amount

This is the part of the project cost that will be borne by Ecology.

Local Match

Local match is the part of the project cost that will be borne by the applicant. You can meet the local match amount in two ways:

- Cash is any cash outlay for the project, regardless of the source of the funds, for direct costs of goods and/or services, salaries and benefits of employees, overhead costs, and payments made to contractors.
- Interlocal cost is an in-kind contribution made to a project by another government, according to a valid written agreement (such as an Interlocal Agreement) between the contributor and the grant recipient. The agreement must detail the work to be accomplished, the goods and services to be provided, and their value.

Total Request

This is the total of all costs shown on the Project Requests supported by this application (total of all CPG-B forms).

**FORM
CPG-B**

**PROJECT REQUEST
COORDINATED PREVENTION GRANTS**

(1) AGENCY NAME & ADDRESS _____
Contact Name & Phone/FAX/E-Mail _____
Federal Tax Identification No. _____

(2) TYPE OF PROJECT

TYPE OF PROJECT (Check One Only)

- ☐ Hazardous Waste Planning (HWPE)
☐ Household Hazardous Waste Implementation (HHWI)
☐ Household Hazardous Waste Collection & Disposal (HWCD)
☐ Small Quantity Generator Implementation (SQGI)
☐ Moderate Risk Waste - Capital (MRWC)
☐ Solid Waste Planning (SWP)
☐ Solid Waste Enforcement (SWE)
☐ Waste Reduction and Recycling - Activities (WRRRA)
☐ Waste Reduction and Recycling - Capital (WRRRC)
☐ Ground Water Monitoring Wells (GWMW)
☐ Biomedical Waste (BMW0)

☐ NEW PROJECT ☐ PROJECT CONTINUATION FROM 1998-99 GRANT

(3) PROJECT SCHEDULE START _____ **END** _____

(4) PROJECT TASKS	TOTAL TASK COST	TOTAL GRANT AMOUNT
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
TOTAL:		

(5) PROJECT FUNDING REQUEST BY FUNDING SOURCE

			LOCAL MATCH	
		Total Grant Amount Requested	Cash	Interlocal Cost
Ecology Fund	Total Project Cost			
LTCA				

PROJECT NARRATIVE AND JUSTIFICATION

Agency Name: _____

Type of Project: _____

Describe the environmental problem/issue that needs to be addressed:

1. PROJECT TASK: (Name of Task)

Maximum Eligible Cost:

Schedule: (Begin and End Dates)

Goal Statement: (Described in relationship to the environmental problem/issue)

Consistency with Plan: (Describe or reference where in your plan that the project is identified)

Project Description: (Describe scope of work and inputs that will be invested in the project)

Expected Outcomes/Impacts: (Explain what will happen if the project is successful)

For Solid Waste Enforcement Grants ONLY. Estimate the percentage of solid waste enforcement activities that will be funded by this Coordinated Prevention Grant.

FORM CPG-B

Project Request Form

You need to fill out a separate project request form for each type of project for which you are requesting funding. So, if you are requesting funding for hazardous waste planning and household hazardous waste implementation, you will need to complete two forms. **You will need to know your budget object figures to finish this form; we suggest you complete the Expenditure Budget by Task (Form CPG-B-1) first.**

(1) AGENCY NAME & ADDRESS/Contact Name & Phone/FAX/E-Mail

Write in the name and address of the agency doing the project and the name and phone/FAX/E-Mail number of the person Ecology will directly work with on this project. Include the agency's Federal Tax Identification Number.

(2) TYPE OF PROJECT

Check the appropriate box identifying the Type of Project being applied for. Complete a separate FORM CPG-B for each Type of Project. Identify whether you are applying for a new project or continuing a project from the previous CPG grant cycle.

(3) PROJECT SCHEDULE START & END

Show the project start and end dates.

(4) PROJECT TASKS

Show the tasks needed to complete this project, or that need to be done during this two-year period for a longer-term project. It will help to review the eligible project costs shown in the CPG guidelines.

Total Task Cost

Show the total cost for each task.

Total Grant Amount

Show the amount requested from Ecology for each task of the project.

(5) PROJECT FUNDING REQUEST BY FUND SOURCE

This block shows where the money for this project will come from and how much you are supplying as match.

PROJECT NARRATIVE AND JUSTIFICATION

Using FORM CPG-B, provide a project narrative on the following points.

- 1) What is the environmental problem/issue?
- 2) Describe the goal of the waste management project in relation to this problem/issue.
- 3) Describe where in your Comprehensive Solid Waste Management Plan or your Hazardous Waste Plan that the project is identified.
- 4) Describe activities of the project at a task level. Show a budget for each task.
- 5) Describe the inputs (staff time, contracts, equipment, information/education material, plans, etc.) that will be invested in the project.
- 6) Explain what will happen if the project is successful. Describe the time frame. Describe the expected impacts/outcomes. Try to include quantitative information, if measurable. For example, 100 tons of waste will be diverted from disposal; the recycling rate will increase by 10%.
- 7) (*Applies only to Solid Waste Enforcement grants.*) Estimate the percentage of solid waste enforcement activities that will be funded by this Coordinated Prevention Grant. (Example: "This Coordinated Prevention Grant will fund approximately __ percent of the solid waste enforcement activities for our department/district over the grant period.")

The information provided in this application will be used to develop a scope of work formatted similar to the sample grant agreements in Appendix F.

FORM
CPG-B-1

EXPENDITURE BUDGET BY TASK

Agency Name _____ Type of Project _____

PROJECT TASK	TASK COST	SALARIES AND BENEFITS	GOODS AND SERVICES	TRAVEL	CONTRACTS	EQUIPMENT	INTERLOCAL	OVERHEAD
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
TOTAL PROJECT COST:								
TOTAL GRANT AMOUNT REQUESTED:								

Form CPG B-1

Expenditure Budget by Task

This form is a tool to be used in developing budgets for projects. It should be completed before filling out the Project Request. *(See Administrative Guidelines for Ecology Grants and Loans, WDOE 91-18, for further explanation of budget by task.)*

- **AGENCY NAME/TYPE OF PROJECT**

Enter name of agency doing project and type of project from categories shown on the Project Request form (FORM CPG-B).

- **PROJECT TASK/TASK COST**

Enter for each project task the total task cost and the cost by object of expenditure.

**FORM
CPG-C**

**PACKAGE APPLICATION
SUMMARY FORM**

(Not required if a Unified Application is submitted.)

County Name: _____			
Applicant	Total Request	Ecology Grant	Local Match
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
TOTAL:			

FORM CPG-C

Package Application Summary Form

To be filled out by the county submitting the package of separate applications. For each separate application show the applicant's name, total cost of all requested projects, total Ecology grant requested, and total local match.

Insert Map Here

WRIA #	WRIA Name
01	Nooksack
02	San Juan
03	Lower Skagit-Samish
04	Upper Skagit
05	Stilliguamish
06	Island
07	Snohomish
08	Cedar-Sammamish
09	Duwamish-Green
10	Puyallup-White
11	Nisqually
12	Chambers-Clover
13	Deschutes
14	Kennedy-Goldsborough
15	Kitsap
16	Skokomish-Dosewallips
17	Quilcene-Snow
18	Elwah-Dungeness
19	Lyre-Hoko
20	Soleduck-Hoh
21	Queets-Quinalt
22	Lower Chehalis
23	Upper Chehalis
24	Willipa
25	Grays-Elokoman
26	Cowlitz
27	Lewis
28	Salmon-Washougal
29	Wind-White Salmon
30	Klickitat
31	Rock Glade
32	Walla Walla
33	Lower Snake
34	Palouse
35	Middle Snake
36	Esquatzel Coulee
37	Lower Yakima
38	Naches
39	Upper Yakima
40	Alkali-Squilchuck
41	Lower Crab
42	Grand Coulee
43	Upper Crab-Wilson
44	Moses Coulee
45	Wenatchee

WRIA#	WRIA Name
46	Entiat
47	Chelan
48	Methow
49	Okanogan
50	Foster
51	Nespelem
52	Sanpoil
53	Lower Lake Roosevelt
54	Lower Spokane
55	Little Spokane
56	Hangman
57	Middle Spokane
58	Middle Lake Roosevelt
59	Colville
60	Kettle
61	Upper Lake Roosevelt
62	Pend Oreille

Appendix E

Sample Grant Applications

DEPARTMENT OF ECOLOGY
WASTE MANAGEMENT GRANTS
**APPLICATION FOR
COORDINATED PREVENTION GRANT**
January 1, 2000 - December 31, 2001

FOR ECOLOGY USE ONLY

Application No.

(1) TYPE OF APPLICATION

(1A) Format

(1b) Application Type(s)

(Check Only One)

☐ Unified
☐ Package

☐ Regular
☐ Emergency
(2) APPLICANT INFORMATION

Congressional District No. 3, 4

Washington Legislative District No. 17, 18 & 49

 Water Resource Inventory Area (Name & Number): 27 - Lewis
 (Refer to Map) 28 - Salmon/Washougal
TYPE OF APPLICANT
☐ County
☐ City

☐ Heath District/Department
☐ Other

 Representative: Freda Bird, Director
 Department: Washington County Public Works

 Address: P.O. Box 1000
 Clean Street
 Cleanair, WA 91000-1000

Project Coordinator: Seymour Clearly

 Phone/Fax: (360) 222-2222x2
 (360) 222-1112

Title: Solid Waste Program Manager

E-Mail: seymour@co.washing.wa.us

(3a) FINANCIAL INCENTIVE SELECTEDUnified Requests Only
☐ Lower Match (Does not apply to economically disadvantaged counties)

Larger Ecology Grant

(3B) TOTAL FUNDING REQUEST**LOCAL MATCH**

Ecology Fund	Total Project Cost	Total Grant Amount	Cash	Interlocal Cost
LTCA	\$991,708	\$595,025	\$396,683	\$
Total Request:	\$991,708	\$595,025	\$396,683	\$

SAMPLE

CERTIFICATION AND AGREEMENT

The undersigned representative certifies that the information submitted herewith is true and correct to the best of their knowledge and belief and that they are authorized to submit this application.

The application agrees that if a grant is awarded on the basis of this application or any revision or amendment thereof, it will comply with all applicable statutory provisions, and with the applicable terms, conditions, and procedures of Ecology Grant Regulation and of the grant agreement.

Applicant Name & Title	Signature	Date
Freda Bird		<u>September 1, 1999</u>
Chair, County Commission		

Additional Signatures for UNIFIED Application:

John Smith		<u>September 1, 1999</u>
Executive Director,		
Washington County Health District		

FORM
CPG-B

SAMPLE

PROJECT REQUEST
COORDINATED PREVENTION GRANTS

(1) **AGENCY NAME & ADDRESS** Washington County Public Works/PO Box 1000/Cleanair, WA 91000-1000

Contact Name & Phone/FAX/E-Mail Seymour Clearly (360) 222-2222x2

Federal Tax Identification No. 91-246810

(2) **TYPE OF PROJECT**

TYPE OF PROJECT (Check One Only)

☐ Hazardous Waste Planning (HWPE)

Household Hazardous Waste Implementation (HHWI)

☐ Household Hazardous Waste Collection & Disposal (HWCD)

☐ Small Quantity Generator Implementation (SQGI)

☐ Moderate Risk Waste - Capital (MRWC)

☐ Solid Waste Planning (SWP)

☐ Solid Waste Enforcement (SWE)

☐ Waste Reduction and Recycling - Activities (WRRRA)

☐ Waste Reduction and Recycling - Capital (WRRRC)

☐ Ground Water Monitoring Wells (GWMW)

NEW PROJECT

☐ PROJECT CONTINUATION FROM 1998-99 GRANT

(3) **PROJECT SCHEDULE START** January 1, 2000 **END** December 31, 2001

(4) **PROJECT TASKS**

TOTAL TASK COST **TOTAL GRANT AMOUNT**

1. Re-refined Oil Promotion	\$7,500	\$4,500
2.	\$	\$
3.	\$	\$
4.	\$	\$
5.	\$	\$
6.	\$	\$
9.	\$	\$
TOTAL	\$7,500	\$4,500

(5) **PROJECT FUNDING REQUEST BY FUNDING SOURCE**

			LOCAL MATCH	
Ecology Fund	Total Project Cost	Total Grant Amount Requested	Cash	Interlocal Cost
LTCA	\$7,500	\$4,500	\$3,000	\$

**FORM
CPG-B-1**

SAMPLE

EXPENDITURE BUDGET BY TASK

Agency Name Washington County Public Works Department Type of Project Hazardous Waste Implementation activities (HHWI)

PROJECT TASK	TASK COST	SALARIES AND BENEFITS	GOODS AND SERVICES	TRAVEL	CONTRACTS	EQUIPMENT	INTERLOCAL	OVERHEAD
1. Re-refined Oil Promotion	\$7,500	\$2,000	\$5,000	\$	\$	\$	\$	\$500
2.	\$	\$	\$	\$	\$	\$	\$	\$
3.	\$	\$	\$	\$	\$	\$	\$	\$
4.	\$	\$	\$	\$	\$	\$	\$	\$
5.	\$	\$	\$	\$	\$	\$	\$	\$
6.	\$	\$	\$	\$	\$	\$	\$	\$
7.	\$	\$	\$	\$	\$	\$	\$	\$
8.	\$	\$	\$	\$	\$	\$	\$	\$
9.	\$	\$	\$	\$	\$	\$	\$	\$
TOTAL PROJECT COST:	\$7,500	\$2,000	\$5,000	\$	\$	\$	\$	\$500
TOTAL GRANT AMOUNT REQUESTED	\$4,500	\$1,200	\$3,000	\$	\$	\$	\$	\$300

PROJECT NARRATIVE AND JUSTIFICATION

Agency Name: Washington County Public Works
Department

Type of Project: Hazardous Waste
Implementation Activities (HHWI)

1. Issue

Used motor oil may be recycled or "re-refined" into new oil. Re-refined oil must conform to the same quality and performance specifications as "virgin" oil yet the public and retailers throughout Washington County and the cities have yet to recognize (and accept) this fact. Consequently, demand for re-refined oil is very low; auto supply retailers and auto lube businesses are hesitant to stock re-refined motor oil. At this time, only one store and one auto lube shop in the county stock re-refined motor oil.

2. The goal

The goal of this project is to increase the public's awareness and acceptance of re-refined motor oil thereby resulting in increased availability and use of re-refined motor oil by residents of Washington County and the cities.

3. Consistency with Plans

This project is consistent with the objectives of Amendment V-Used Oil Recycling Amendment to the Moderate Risk/Hazardous Waste Plan. Promotion and use of re-refined motor oil is addressed on page 32 of the amendment. Although the Moderate Risk Hazardous Waste Plan is currently being updated, re-refined oil promotion will continue to be an element of the moderate risk waste program.

4. Project inputs

\$2,000 (Salaries and Benefits)-Washington County solid waste program staff time to plan and conduct the promotional campaign
\$500 (Overhead)-25% overhead on salaries and benefits
\$5,000 (Goods and Services)-Re refined oil procurement, coupon printing, promotional material printing, and newspaper advertisements expenses

5. Activity description

The Washington County Solid waste program will purchase approximately 250 gallons of re-refined motor oil (enough for 80 oil changes). Two hundred and fifty coupons for free re-refined oil will be distributed to the public; the coupons will be redeemable at participating "express" auto lube establishments for a limited period. The participating express lube businesses will only charge the coupon holder for labor costs associated with an oil change. This will provide residents of Washington County and the cities with an economic incentive to try a recycled product that they might not have otherwise considered trying. Customers will receive a "Running on Recycled Oil" bumpersticker when they redeem their coupon. In exchange for publicity and potential new customers, the express lube businesses will agree to continue to offer and promote re-refined motor oil after this promotional campaign has ended. The campaign is expected to occur during spring/summer 2000. The county will run periodic newspaper ads throughout 2000 promoting the availability of re-refined motor oil at those businesses.

6. Expected Results

A successful campaign will result in two additional auto lube establishments and two additional auto supply retailers permanently offering re-refined motor oil as of December 31, 2000. There will also be an increased demand for re-refined motor oil, both at express lube shops and auto supply retailers. The promotional campaign will result in Do-It-Yourselfers (DIYs) that are aware of the high quality and environmental benefits of re-refined oil. Demand for re-refined motor oil by DIYs will also increase and be reflected in the increased availability of re-refined motor oil at auto supply retailers, as verified by in-store or phone surveys.

FORM
CPG-B

SAMPLE

PROJECT REQUEST
COORDINATED PREVENTION GRANTS

(3) **AGENCY NAME & ADDRESS** Washington County Public Works/PO 1000/Cleanair, WA 91000-1000

Contact Name & Phone/FAX/E-Mail Seymour Clearly (360) 222-2222x2/222-1112

Federal Tax Identification No. 91-246810

(4) TYPE OF PROJECT

TYPE OF PROJECT (Check One Only)

☐ Hazardous Waste Planning (HWPE)

☐ Household Hazardous Waste Implementation (HHWI)

Household Hazardous Waste Collection & Disposal (HWCD)

☐ Small Quantity Generator Implementation (SQGI)

☐ Moderate Risk Waste - Capital (MRWC)

☐ Solid Waste Planning (SWP)

☐ Solid Waste Enforcement (SWE)

☐ Waste Reduction and Recycling - Activities (WRRRA)

☐ Waste Reduction and Recycling - Capital (WRRRC)

☐ Ground Water Monitoring Wells (GWMW)

☐ NEW PROJECT

PROJECT CONTINUATION FROM 1998-99 GRANT

(3) **PROJECT SCHEDULE START** January 1, 2000 **END** December 31, 2001

(4) PROJECT TASKS

TOTAL TASK COST **TOTAL GRANT AMOUNT**

1. Fixed Facility HHW Transport & Disposal	\$600,000	\$360,000
2. Mobile HHW Collection & Disposal	\$64,208	\$38,525
3.	\$	\$
4.	\$	\$
5.	\$	\$
6.	\$	\$
7.	\$	\$
8.0.	\$	\$
TOTAL	\$664,208	\$398,525

(5) PROJECT FUNDING REQUEST BY FUNDING SOURCE

			LOCAL MATCH	
Ecology Fund	Total Project Cost	Total Grant Amount Requested	Cash	Interlocal Cost
LTCA	\$664,208	\$398,525	\$265,683	\$

**FORM
CPG-B-1**

SAMPLE

EXPENDITURE BUDGET BY TASK

Agency Name Washington County Public Works Department Type of Project HHW Collection and Disposal (HWCD)

PROJECT TASK	TASK COST	SALARIES AND BENEFITS	GOODS AND SERVICES	TRAVEL	CONTRACTS	EQUIPMENT	INTERLOCAL	OVERHEAD
1. Fixed Facility HHW Transport & Disposal	\$600,0 00	\$	\$	\$	\$600,000	\$	\$	\$0
2. Mobile HHW Collection & Disposal	\$64,208	\$	\$14,208	\$	\$50,000	\$	\$	\$
3.	\$	\$	\$	\$	\$	\$	\$	\$
4.	\$	\$	\$	\$	\$	\$	\$	\$
5.	\$	\$	\$	\$	\$	\$	\$	\$
6.	\$	\$	\$	\$	\$	\$	\$	\$
7.	\$	\$	\$	\$	\$	\$	\$	\$
8.	\$	\$	\$	\$	\$	\$	\$	\$
9.	\$	\$	\$	\$	\$	\$	\$	\$
TOTAL PROJECT COST:	\$664,708	\$	\$14,208	\$	\$650,000	\$	\$	\$
TOTAL GRANT AMOUNT REQUESTED	\$398,525	\$	8,525	\$	\$390,000	\$	\$	\$

PROJECT NARRATIVE AND JUSTIFICATION

Agency Name: Washington County Public Works
Department

Type of Project: Household Hazardous
Waste Collection and Disposal (HWCD)

1. The issue

The improper disposal of household hazardous waste in landfills, public sewers, septic systems, storm drains and on the land poses a potential threat to both human health and the environment.

2. The goal

The goal is to decrease the amount of household hazardous waste (HHW) being improperly disposed of, by providing safe and convenient disposal options for Washington County residents. An additional goal is to utilize the project as a tool to educate the public about the proper management and disposal of hazardous waste, the use of safer alternatives, and household hazardous waste reduction.

3. Consistency with Plans

This project helps implement the goals of the Washington County Comprehensive Solid Waste Management Plan (page 8-13) and the existing Moderate Risk Hazardous Waste Management Plan (Pages 108-110) by providing for safe disposal HHW. The Plan is currently being updated so page numbers may differ in the updated Plan.

4. Project inputs

\$600,000 (Contracts)-Funding for collection, handling, direct transportation, recycling, and disposal (excluding landfilling of latex paint) costs for household hazardous waste collected at the two permanent facilities operated by Wecaremore Resource Company.

5. Activity description

The recipient contracts with WecaremoreResource Company (CRC) to operate an on-going HHW collection program at its two transfer stations. In 2000 and 2001, HHW will be continue to be collected, sorted and packed at the facilities prior to being manifested and transported by a hazardous waste contractor(s) to treatment, storage and disposal facilities (TSDF) for final disposition. To encourage residents to use these facilities, there will be no direct charge to Washington County residents when they bring HHW to the facilities. Educational information concerning the purchase, storage, and disposal of HHW will be offered to each HHW collection program participant at the facilities. An increased effort will be made to promote use of the facilities by sending mailings to households located in specific zip codes. Solid waste staff will help advertise and promote HHW collection at the permanent collection facilities; monitor operations and costs at the permanent facilities; and make educational materials available to participants at the permanent facilities and throughout the County.

6. Expected Results

- 1) An increase in the percentage of MRW that is reused or recycled.
- 2) Providing a means to keep HHW out of landfills, public sewers, septic systems, storm drains and the land.
- 3) Washington County aspires to have a lower generation rate, which should be directly related to the success of the educational campaign.

PROJECT NARRATIVE AND JUSTIFICATION

Agency Name: Washington County Public Works
Department

Type of Project: Household Hazardous
Waste Collection and Disposal (HWCD)

1. The issue

The Improper disposal of household hazardous waste in landfills, public sewers, septic systems, storm drains and on the land poses a potential threat to both human health and the environment.

2. The goal

The goal is to decrease the amount of household hazardous waste (HHW) being improperly disposed of, by providing convenient disposal options for Washington County residents who live either outside of the Urban Growth Boundary (UGB) or greater than 5-10 miles from one of the existing permanent HHW collection facilities. Those residents living in these areas may not be willing or able to transport their HHW to the permanent facilities due to the distances involved. They also tend to be less aware of the existence of the permanent facilities and may be less likely to frequent community events. An additional goal is to utilize the project as a tool to educate the public about the management and disposal of hazardous waste, the use of safer alternatives, and household hazardous waste prevention.

3. Consistency with Plans

This project helps implement the goals of the Washington County Comprehensive Solid Waste Management Plan (page 8-13) and the existing Moderate Risk Hazardous Waste Management Plan (Pages 108-110) by providing for safe recycling and/or disposal of HHW. The plan is currently being updated so page numbers may differ in the updated Plan.

4. Project inputs

\$14,208 (Goods and Services)-Promotional material printing and mailing costs, newspaper advertisements costs

\$50,000 (Contracts)-Funding for collection, direct transportation, recycling, and disposal (excluding landfilling of latex paint) costs for household hazardous waste collected at the mobile collection events

5. Activity description

The Washington County solid waste program will, in 2000 and 2001, contract with a hazardous waste contractor(s) to conduct mobile HHW collections in those areas of the county that are located outside of the UGB and generally located beyond a 5-10 mile radius of the permanent collection facilities. The communities of Locale and Vicinity will be targeted. One event will be held in each community annually. HHW will be collected, sorted, packed, manifested and transported by the hazardous waste contractor(s) to treatment, storage and disposal facilities (TSDF) for final disposition. To encourage residents to use the mobile collection program, there will be no charge to residents when they bring HHW to the mobile collection events. Educational information concerning the proper purchase, storage, and disposal of HHW will be offered to each participant at the mobile collection events. Solid waste program staff will: help develop, advertise and promote the rural HHW mobile collection program; monitor operations and costs at the mobile collection events; and distribute educational materials to participants at the mobile collection events. The collection program will be evaluated in 2000 and 2001.

6. Expected Results

Indicators of a successful program will be measured by the number of participants at the mobile collection events and increase in the amount of educational information distributed. A successful rural mobile HHW collection program will collect waste from between 1% and 7% of the households in the communities of Locale and Vicinity.

SAMPLE

**FORM
CPG-B**

**PROJECT REQUEST
COORDINATED PREVENTION GRANTS**

(5) AGENCY NAME & ADDRESS Washington County Public Works/PO Box 1000/Cleanair WA 91000-1000
 Contact Name & Phone/FAX/E-Mail Seymour Clearly (360) 222-2222x2/222-1112
 Federal Tax Identification No. 91-246810

(6) TYPE OF PROJECT

TYPE OF PROJECT (Check One Only)

- ☐ Hazardous Waste Planning (HWPE)
☐ Household Hazardous Waste Implementation (HHWI)
☐ Household Hazardous Waste Collection & Disposal (HWCD)
☐ Small Quantity Generator Implementation (SQGI)
☐ Moderate Risk Waste - Capital (MRWC)

Solid Waste Planning (SWP)

- ☐ Solid Waste Enforcement (SWE)
☐ Waste Reduction and Recycling - Activities (WRRRA)
☐ Waste Reduction and Recycling - Capital (WRRC)
☐ Ground Water Monitoring Wells (GWMW)

☐ NEW PROJECT

PROJECT CONTINUATION FROM 1998-99 GRANT

(3) PROJECT SCHEDULE START January 1, 2000 **END** December 31, 2001

(4) PROJECT TASKS

TOTAL TASK COST TOTAL GRANT AMOUNT

1. Comprehensive Solid Waste Management Plan Update	\$50,000	\$30,000
2.	\$	\$
3.	\$	\$
4.	\$	\$
5.	\$	\$
6.	\$	\$
7.	\$	\$
8.	\$	\$
9.	\$	\$
TOTAL	\$50,000	\$30,000

(5) PROJECT FUNDING REQUEST BY FUNDING SOURCE

			LOCAL MATCH	
Ecology Fund	Total Project Cost	Total Grant Amount Requested	Cash	Interlocal Cost
LTCA	\$50,000	\$30,000	\$20,000	\$

**FORM
CPG-B-1**

SAMPLE

EXPENDITURE BUDGET BY TASK

Agency Name Washington County Public Works Department Type of Project Local Solid Waste Planning (SWP)

PROJECT TASK	TASK COST	SALARIES AND BENEFITS	GOODS AND SERVICES	TRAVEL	CONTRACTS	EQUIPMENT	INTERLOCAL	OVERHEAD
1. Comprehensive Solid Waste Management Plan Update	\$50,000	\$8,000	\$10,000	\$	\$30,000	\$	\$	\$2,000
2.	\$	\$	\$	\$	\$	\$	\$	\$
3.	\$	\$	\$	\$	\$	\$	\$	\$
4.	\$	\$	\$	\$	\$	\$	\$	\$
5.	\$	\$	\$	\$	\$	\$	\$	\$
6.	\$	\$	\$	\$	\$	\$	\$	\$
7.	\$	\$	\$	\$	\$	\$	\$	\$
8.	\$	\$	\$	\$	\$	\$	\$	\$
9.	\$	\$	\$	\$	\$	\$	\$	\$
TOTAL PROJECT COST:	\$50,000	\$8,000	\$10,000	\$	\$30,000	\$	\$	\$2,000
TOTAL GRANT AMOUNT REQUESTED	\$30,000	\$4,800	\$6,000	\$	\$18,000	\$	\$	\$1,200

PROJECT NARRATIVE AND JUSTIFICATION

Agency Name: Washington County Public Works
Department

Type of Project: Local Solid Waste
Planning (SWP)

1. The issue

Washington County, like each county in the state, is required by the Washington Solid Waste Management-Reduction and Recycling Act (RCW 70.95) to prepare a 20-year Comprehensive Solid Waste Management Plan. This plan must be developed in association with cities and towns located in the county and updated at least every five years. The existing plan, the Washington County Comprehensive Solid Waste Management Plan (SWM Plan), was developed in 1992 and is the central guiding document for solid waste program activities throughout the county and cities. Pursuant to RCW 70.95, the SWM Plan is currently being updated. This update will consider the last five years of program implementation and changes in the regulatory and industrial environment.

2. The goal

The goal of this project is to develop a Comprehensive Solid Waste Management Plan that accurately characterizes current local solid waste management issues and conditions, and establishes solid waste program priorities and implementation strategies for the next five-year period.

3. Consistency with Plans

This project is consistent with Chapter 1 of the 1992 Washington County Comprehensive Solid Waste Management Plan (page 1-12).

4. Project inputs

\$8,000 (Salaries and Benefits)-solid waste program staff time to complete update
\$2,000 (Overhead)-25% overhead on salaries and benefits
\$10,000 (Goods and Services)-1999 Washington County Comprehensive Solid Waste Management Plan printing Costs
\$30,000 (Contracts)-Professional service fees expenses for document formatting and editing, and technical consulting services

5. Activity description

County solid waste program staff will perform the majority of the SWM Plan update. This project provides for county staff services to complete the in-house portion of the update. It also provides for the procurement of additional technical and professional services not readily available from solid waste program staff. Consulting services will be required for specialized technical sections of the document. Additional professional services will be required for final editing, document design, and production.

6. Expected Results

A final draft of the 1999 Solid Waste Management Plan Update will be submitted to the Department of Ecology for review by August 1, 2000.

**PROJECT REQUEST
COORDINATED PREVENTION GRANTS**

(7) AGENCY NAME & ADDRESS Washington County Public Works/PO Box 1000/Cleanair, WA 91000-1000
Contact Name & Phone/FAX/E-Mail Seymour Clearly (360) 222-2222x2/222-1112
Federal Tax Identification No. 91-246810

(8) TYPE OF PROJECT

TYPE OF PROJECT (Check One Only)

- ☐ Hazardous Waste Planning (HWPE)
☐ Household Hazardous Waste Implementation (HHWI)
☐ Household Hazardous Waste Collection & Disposal (HWCD)
☐ Small Quantity Generator Implementation (SQGI)
☐ Moderate Risk Waste - Capital (MRWC)
☐ Solid Waste Planning (SWP)
☐ Solid Waste Enforcement (SWE)

Waste Reduction and Recycling - Activities (WRR A)

- ☐ Waste Reduction and Recycling - Capital (WRR C)
☐ Ground Water Monitoring Wells (GWMW)

☐ NEW PROJECT

PROJECT CONTINUATION FROM 1998-99 GRANT

(3) PROJECT SCHEDULE START January 1, 2000 **END** December 31, 2001

(4) PROJECT TASKS

TOTAL TASK COST TOTAL GRANT AMOUNT

1. Environmental Information Center - School-based Education Program	\$80,000	\$48,000
2. Master Composter/Recycler Program	\$110,000	\$66,000
3. County-wide Waste Reduction & Recycling Public Information & Education	\$30,000	\$18,000
4. Construction/Demolition Education Program	\$50,000	\$30,000
5.	\$	\$
6.	\$	\$
7.	\$	\$
8.	\$	\$
9.	\$	\$
TOTAL	\$270,000	\$162,000

(5) PROJECT FUNDING REQUEST BY FUNDING SOURCE

			LOCAL MATCH	
Ecology Fund	Total Project Cost	Total Grant Amount Requested	Cash	Interlocal Cost
LTCA	\$270,000	\$162,000	\$108,000	\$

**FORM
CPG-B-1**

SAMPLE

EXPENDITURE BUDGET BY TASK

Agency Name Washington County Public Works Department Type of Project Waste Reduction & Recycling (WRRRA/WRRC)

PROJECT TASK	TASK COST	SALARIES AND BENEFITS	GOODS AND SERVICES	TRAVEL	CONTRACTS	EQUIPMENT	INTERLOCAL	OVERHEAD
1. Environmental Information Center/School-based education Program	\$80,000	\$	\$	\$	\$80,000	\$	\$	\$
2. Washington County Master Composter/Recycler Program	\$110,000	\$	\$	\$	\$110,000	\$	\$	\$
3. County-wide Waste Reduction & Recycling Public Information & Education	\$30,000	\$	\$30,000	\$	\$	\$	\$	\$
4. Construction/Demolition Education Program	\$50,000	\$	\$	\$	\$50,000	\$	\$	\$
TOTAL PROJECT COST:	\$270,000	\$	\$30,000	\$	\$240,000	\$	\$	\$
TOTAL GRANT AMOUNT REQUESTED	\$162,000	\$	\$18,000	\$	\$144,000	\$	\$	\$

PROJECT NARRATIVE AND JUSTIFICATIONAgency Name: Washington County Public Works
DepartmentType of Project: Waste Reduction and
Recycling (WRRRA/WRRRC)

1. The issue

Waste Reduction and recycling is Washington County and its cities' highest priority in managing its diverse waste stream. Providing a reference library and clearinghouse for environmental information including waste reduction, recycling, and toxics reduction for the general public, educators, and students helps the county and its cities reach their waste reduction and recycling goals.

2. The goal

The goal of this project is to provide a coordinated and cost effective means to increase public awareness and knowledge about solid waste management, and to promote proper and effective waste reduction, recycling and disposal habits and methods.

3. Consistency with Plans

This project is consistent with the general education and awareness programs outlined throughout chapter 15 of the 1992 Washington County Comprehensive Solid Waste Management Plan. Discussion of the Environmental Information Center is also contained in Chapter 4 (page 4-7).

4. Project inputs

\$80,000 (Contracts)-Washington County solid waste program funding for the Environmental Information Center and the A-Way with Waste Program

5. Activity description

This project provides partial funding for the Environmental Information Center (EIC) and the A-Way With Waste teachers' training workshop program in 2000 and 2001. The EIC is co-sponsored by the City of Cleanair, Washington Public Utilities, Washington State University Cooperative Extension, Washington State University, Air Pollution Control Authority, Washington County Solid Waste, and Washington County Water Resources.

The EIC educates the community, teachers and students by distributing materials, presenting at events, answering phone inquiries, conducting classroom presentations, publishing newsletters, maintaining an extensive library, coordinating Earth Action Day and other events, conducting workshops for educators, assisting educators with Environmental Education integration, and maintaining the Newsworthy Info-line.

The A-Way With Waste program is a separate component of the EIC funded by Washington County Solid Waste and the Air Pollution Control Authority. Key components of the program are 2-day teacher workshops, a workshop alumni newsletter, classroom presentations, and environmental education integration assistance for educators and educators-in-training. The program focuses on solid waste management issues including waste reduction and recycling, toxics reduction, and vermicomposting. Air quality issues are also a component of the program.

6. Expected Results

The EIC will continue to distribute waste reduction and recycling materials to the community, educators and students; respond to phone inquiries; coordinate community events including the annual Earth Action Day and the Water Festival Eco Days; publish 12 issues of *Greensleeves*; obtain new titles and materials including books, videos, and curriculum materials for the reference library; assist educators with environmental education integration; provide up-to-date information to 2,000 callers to the *Newsworthy* Info-Line; and conduct teacher and community workshops and presentations.

At least six A-Way With Waste teacher's workshops will be conducted, four issues of the A-Way With Waste newsletter will be distributed, and fifteen classroom presentations will be conducted.

PROJECT NARRATIVE AND JUSTIFICATION

Agency Name: Washington County Public Works
Department

Type of Project: Waste Reduction and
Recycling (WRRRA/WRRC)

1. The issue

According to the Waste Stream analysis conducted in Washington County in 1995/96, yard, garden and food wastes comprise approximately 16% of the county's mixed municipal waste stream. At 11.9%, food waste is the largest single material in the waste stream. In 1994 yard, garden, and food waste accounted for almost 18% of the mixed municipal waste stream. Although the most recent waste stream analysis indicates a 2% reduction in this component of the waste stream since 1994, there is still room for additional waste reduction and recycling.

2. The goal

The goal of this project is to educate the citizens and educators of Washington County and the cities about proper yard debris composting, grass cycling, organic kitchen waste composting, and general solid waste recycling and waste reduction techniques and to train volunteers to provide this information to the community.

3. Consistency with Plans

This project is discussed in Chapter 4 and Chapter 15 of the 1992 Washington County Comprehensive Solid Waste Management Plan.

4. Project inputs

\$110,000 (Contracts)-Program funding for the Washington County Master Composter/Recycler program

5. Activity description

This project provides continued funding for the Master Composter/Recycler program in 2000 and 2001. Activities include answering citizen inquiries and phone calls, setting up and staffing display booths at community events, distributing a volunteer newsletter, maintaining composting demonstration sites, conducting community and classroom presentations, conducting backyard composting workshops for the public, training new Master Composter/Recycler volunteers, assisting with the *A-Way With Waste* teacher training and classroom worm bin program

6. Expected Results

The Master Composter/Recycler program will continue to educate the community on backyard composting and other organic waste diversion methods and waste reduction and recycling. The Program will conduct 16 backyard composting workshops, offer 4 vermicomposting workshops, install 50 additional worm bins in classrooms, develop a new booth display for community events, prepare twenty monthly volunteer newsletters, offer 2 volunteer training classes, educate 5,000 students through classroom and community event presentations, sell 200 compost bins through WSU Cooperative Extension, assist with two annual compost bin sales, and reach 20,000 residents at community events such as the Home and Garden Idea Fair, the Washington County Fair, the Water Festival, and the Cleanair Neighborhood Conference.

PROJECT NARRATIVE AND JUSTIFICATION

Agency Name: Washington County Public Works
Department

Type of Project: Waste Reduction and
Recycling (WRRRA/WRRC)

1. The issue

The waste stream analysis conducted in 1995-1996 found that the county mixed municipal waste stream still contains significant amounts of recyclable paper, food waste, wood waste, other construction/demolition waste, and "other plastics". For example, 29% of the waste disposal of by single-family residences was recyclable materials. Of equal or greater significance, the residential waste generation rate showed a 9.1% increase in waste generation rate indicates the need for additional public waste reduction and recycling education efforts.

2. The goal

The goal of this project is to increase public awareness and knowledge about solid waste management thereby increasing waste reduction, reuse, and recycling.

3. Consistency with Plans

Waste reduction and recycling public information and education, including the distribution of a recycling directory, is discussed in Chapters 4 and 15 of the 1992 Washington County Comprehensive Solid Waste Management Plan.

4. Project inputs

\$30,000 (Goods and Services)-*Recycling Directory* printing costs, procurement of reusable shopping bags

5. Activity description

Washington County solid waste program staff will update the *Washington County Recycling Directory* in July 2000 and 2001. Ten thousand copies will be printed and distributed to county and city residents each year. The directory provides information on materials and resources related to waste reduction, reuse, and recycling in Washington County in an effort to increase public awareness and knowledge about solid waste management. Information on materials including automotive, bulky items, construction and building materials including automotive, bulky items, construction and building materials, garbage, glass bottles and jars, hazardous wastes, metals, paper, plastics, yard debris and other wastes; and resources including curbside collection services, drop-off sites, educational and local government resources, and business recycling collection services are included in the directory.

The Washington County solid waste program will purchase and distribute reusable shopping bags in 2000 to promote waste reduction. The bags will be distributed at major grocery stores and home improvement centers in the County and cities as part of a campaign to reduce consumption and waste. Before distributing the bags, county staff will train retail store employees on recycling, waste reduction, recycled products, and alternatives to toxics.

6. Expected Results

The *Washington County Recycling Directory* will continue to serve as a useful resource for county and city residents by providing information and resources on waste reduction, reuse and recycling. The information contained in the *Washington County Recycling Directory* will provide residents with the information necessary to further reduce waste and increase recycling rates in the County.

The reusable shopping bags will allow shoppers to avoid disposal shopping bags thereby diverting waste from the waste stream. It will also remind shoppers to purchase items with reduced packaging. Once trained, retail employees will be more likely to promote waste reduction, recycled products, and alternatives to household toxics to their customers. These activities will result in a decrease in the overall amount of recyclable material in the county mixed municipal waste stream and a reduction in the amount of waste generated per capita.

**FORM
CPG-B**

**PROJECT REQUEST
COORDINATED PREVENTION GRANTS**

PROJECT NARRATIVE AND JUSTIFICATION

Agency Name: Washington County Public Works Department

Type of Project: Waste Reduction and Recycling (WRRRA/WRRC)

1. The issue

Tremendous growth in our community has resulted in significant pressures on our infrastructure and our natural resources. It has also resulted in a significant increase in construction/demolition waste. The majority of the waste generated by demolition projects is not recycled; instead it is removed from the site as quickly as possible and taken to the nearest and cheapest disposal facility. Much of this waste is reusable and recyclable.

Washington County is the fastest growing county in the state. In 1997, the county issued twenty-eight hundred new residential building permits. Together, construction/demolition and wood wastes constitute 18.3 percent of the County's mixed municipal waste stream. To date, little has been done in the county and cities to address reduction of these nonresidential waste streams.

2. The goal

The goal of the Construction/Demolition Education Program is to demonstrate to demolition contractors, building contractors, and developers that construction/demolition project reuse and recycling is cost effective, beneficial and feasible.

3. Consistency with Plans

Waste reduction and recycling of construction and demolition waste is discussed in Chapter 13 of the 1992 Washington County Comprehensive Solid Waste Management Plan.

4. Project inputs

\$50,000 (Contracts)-Funding for a professional services contract to develop a home builder education program; professional services fees to obtain services of a deconstruction contractor; collection, separation, and recycling costs for deconstruction project

5. Activity description

Washington County solid waste program staff will in 2000 obtain a structure to be deconstructed as a demonstration project. The County will contract for deconstruction services and pay for all associated waste separation and recycling costs. Project progress will be documented and recorded with photos for later promotional and education use. A project summary and results will be presented to contractors and the development community.

The County will in 2000, in association with the Washington County Home Builders' Association, contract for professional services to develop a homebuilder education program. Working in cooperation with the building and development community allows the County to develop a non-regulatory, market-driven, environmentally sensitive home builder education program that promotes resource conservation, waste reduction and recycling. Solid waste staff will coordinate communications with other local government departments and involved parties, sponsor training workshops for builders, manage the professional services contract, and ensure overall project goals are being met.

6. Expected Results

Results and information generated from the deconstruction project will teach demolition contractors how to incorporate material recovery and recycling into bids for demolition projects. If successful, agencies and other individuals requesting demolition and deconstruction services will request bids that include material recovery and recycling. The ultimate result will be a decrease in the amount of construction/demolition and wood wastes in the county mixed municipal waste stream.

By the end of 2000, 10 of Washington County Home builders' Association members will be certified "green" builders; and 25 single family dwellings will be constructed and certified as "green" homes. By the end of the third year of the project, 30 percent of builder members will be certified "green" builders and ten percent of the single family dwellings constructed that year will be certified as "green" homes. A handbook and self-certification checklist will be developed by the end of the first year. Brochures for homebuyers, builders and sellers will also be developed and distributed. Training workshops will be conducted for building professionals and subcontractors, suppliers, designers, architects and realtors.

**FORM
CPG-A**

DEPARTMENT OF ECOLOGY
WASTE MANAGEMENT GRANTS
**APPLICATION FOR
COORDINATED PREVENTION GRANT**

January 1, 2000 - December 31, 2001

FOR ECOLOGY USE ONLY

Application No. _____

(1) TYPE OF APPLICATION

(1a) Format

(Check Only One)

- ☒ Unified
☐ Package

(1b) Application Type(s)

- ☐ Regular
☐ Emergency

(2) APPLICANT INFORMATION

Congressional District No. 12 Washington Legislative District No. 13

Water Resource Inventory Area (Name & Number): Cape Washington - 21

(Refer to Map)

TYPE OF APPLICANT

- ☐ County ☒ Health District/Department
☐ City ☐ Other

Representative: John Smith, Health Director

Address: P. O. Box 2000

Department: Wash County Health Department

Washington Blvd

Central, WA 98000

Project Coordinator: Jane Brown

Phone/FAX: (509) 333-3333/(509) 444-4444

Title: Enforcement Officer

E-Mail: jbrown@wa.co.hd.us

(3a) FINANCIAL INCENTIVE SELECTED

Unified Requests Only

- ☒ Lower Match (Does not apply to economically disadvantaged counties) ☐ Larger Ecology Grant

(3b) TOTAL FUNDING REQUEST

Ecology Fund LTCA	Total Project Cost	Total Grant Amount	LOCAL MATCH	
			Cash	Interlocal Cost
Total Request:	\$230,769.23	\$150,000.00	\$80,769.23	

**FORM
CPG-B**

PROJECT REQUEST

COORDINATED PREVENTION GRANTS

(1) AGENCY NAME & ADDRESS Washington County Health Department
Contact Name & Phone/FAX/E-Mail Jane Brown/(509) 333-3333/ (509) 444-4444/jbrown@wa.co.hd.us
Federal Tax Identification No. 980000000000000

(2) TYPE OF PROJECT

TYPE OF PROJECT (Check One Only)

- ☐ Hazardous Waste Planning (HWPE)
☐ Household Hazardous Waste Implementation (HHWI)
☐ Household Hazardous Waste Collection & Disposal (HWCD)
☐ Small Quantity Generator Implementation (SQGI)
☐ Moderate Risk Waste - Capital (MRWC)
☐ Solid Waste Planning (SWP)
☒ Solid Waste Enforcement (SWE)
☐ Waste Reduction and Recycling - Activities (WRRRA)
☐ Waste Reduction and Recycling - Capital (WRRC)
☐ Ground Water Monitoring Wells (GWMW)
☐ Biomedical Waste (BMW)

☐ NEW PROJECT ☒ PROJECT CONTINUATION FROM 1998-99 GRANT

(3) PROJECT SCHEDULE START _____ **END** _____

(4) PROJECT TASKS	TOTAL TASK COST	TOTAL GRANT AMOUNT
1.Inspections	\$96,063.31	\$62,441.15
2.Permitting	\$94,524.54	\$61,440.95
3.Monitoring	\$ 3,517.19	\$ 2,286.17
4.Enforcement	\$25,719.46	\$16,717.65
5.Education	\$10,944.73	\$ 7,114.08
6.		
7.		
8.		
TOTAL:	\$230,769.23	\$150,000

(5) PROJECT FUNDING REQUEST BY FUNDING SOURCE

			LOCAL MATCH	
Ecology Fund	Total Project Cost	Total Grant Amount Requested	Cash	Interlocal Cost
LTCA	\$230,769.23	\$150,000	\$80,769.23	

PROJECT NARRATIVE AND JUSTIFICATION	
Agency Name: Washington County Health Department	Type of Project: Enforcement Activities
<ol style="list-style-type: none"> 1. The Environmental Issue: Maintaining compliance at all currently permitted, proposed and abandoned solid waste sites, investigating complaints and educating the public in proper methods of solid waste handling is a continual process. The absence of an effective solid waste enforcement, inspection and monitoring program could lead to increases in illegal dumping and non compliance at solid waste sites. 2. Program Goals: Ensure compliance with solid waste management rules and regulations within Washington and Clear Counties through routine inspection, permitting, consultation, monitoring, enforcement and education at facilities and throughout the community. 3. Comprehensive Solid Waste Management Plan: Solid waste enforcement activities are clearly outlined in Section 10 of the solid waste plan as being the responsibility of the health district. Included in this area is permitting, inspection, investigation and educational activities to insure solid waste activities are conducted in compliance with all applicable rules. 4. Program Staff: The solid waste enforcement program currently has one full time FTE dedicated solely to solid waste enforcement activities, approximately .11 FTE is provided for program supervision and an additional five staff members provide a limited amount of investigation and educational activities in solid waste. Equipment currently utilized in the solid waste program includes soil probes, a personal computer with associated software, a video camera, 35mm cameras and a pH and conductivity meter. Anticipated additional equipment for this program includes two-CPS units for locating solid waste sites, dumping locations and hazardous waste sites in a geographic information system currently under development within the district. 5. Project Tasks will consist of: <ol style="list-style-type: none"> a) Inspections \$96,063.31 Inspections are required at all permitted facilities under 173-304 WAC and 173-351 WAC. A full inspection is planned for each permitted facility on a quarterly basis with monthly inspections conducted at those facilities where it is deemed necessary. Investigation activities are required under a variety of state and local codes and are generally in response to nuisances, such as, promiscuous dumping. b) Permitting \$94,524.54 Permit review activities are required to ensure that proposed and existing facilities will be constructed and operated in accordance with applicable rules and regulations. Furthermore, direct consultation with clients allows for us to increase our understanding of proposals, clarifies issues and develops strong working relationships with facility, laboratory, government and consulting personnel. c) Monitoring \$3,517.19 Monitoring is required of all permitted solid waste facilities for groundwater contamination, methane generation, waste volume and many other things dependent on the type of facility. Our staff must observe and verify these monitoring activities to ensure facility compliance. d) Enforcement \$25,719.46 Enforcement activities associated with complaint investigations and compliance activities at permitted facilities are required to achieve adequate public health protection. Activities involved in this area include compliance 	

schedules, letters, administrative support, and when necessary initiating legal action.

e) Education \$10,944.73

The health department continues to develop and pursue educational avenues in the regulation of environmental concerns and grant funding will allow for the purchase and development of materials for solid waste education in the community.

Expected Outcomes/Impacts: (Explain what will happen if the project is successful)

The success of the program will be evaluated on the continued compliance of existing facilities with applicable regulation and timely correction of deficiencies noted. Further evaluation can be made as to the resolution of promiscuous dumping violations.

For Solid Waste Enforcement Grants ONLY. Estimate the percentage of solid waste enforcement activities that will be funded by this Coordinated Prevention Grant.

This Coordinated Prevention Grant will fund approximately 65% of the district's solid waste enforcement activities.

**FORM
CPG-B-1**

EXPENDITURE BUDGET BY TASK

Agency Name Washington County Health Department _____ Type of Project Solid Waste Enforcement

PROJECT TASK	TASK COST	SALARIES AND BENEFITS	GOODS AND SERVICES	TRAVEL	CONTRACTS	EQUIPMENT	INTERLOCAL	OVERHEAD
1.Inspections	96,063.31	67,935.85		4,151.50		6,992		16,983.95
2.Permitting	94,524.54	66,847.63		4,085.00		6,880		16,711.91
3.Monitoring	3,517.19	2,487.35		152.00		256		621.84
4.Enforcement	25,719.46	18,188.77		1,111.50		1,872		4,547.19
5. Education	10,944.73	5,000.00		1,000.00		3,694.73		1,250.00
6.								
7.								
8.								
9.								
TOTAL PROJECT COST:	230,769.23	160,459.60		10,500.00		13,694.73		40,114.90
TOTAL GRANT AMOUNT REQUESTED:	150,000.00	104,298.74		6,825.00		8,901.58		26,074.68

APPENDIX F

TERMS AND CONDITIONS PERTAINING TO GRANT AGREEMENTS

GENERAL TERMS AND CONDITIONS

Pertaining to Grant and Loan Agreements of
the Department of Ecology

A. RECIPIENT PERFORMANCE

All activities for which grant/loan funds are to be used shall be accomplished by the RECIPIENT and RECIPIENT's employees. The RECIPIENT shall not assign or subcontract performance to others unless specifically authorized in writing by the DEPARTMENT.

B. SUBGRANTEE/CONTRACTOR COMPLIANCE

The RECIPIENT must ensure that all subgrantees and contractors comply with the terms and conditions of this agreement.

C. THIRD PARTY BENEFICIARY

The RECIPIENT shall ensure that in all subcontracts entered into by the RECIPIENT pursuant to this agreement, the state of Washington is named as an express third-party beneficiary of such subcontracts with full rights as such.

D. CONTRACTING FOR SERVICES (BIDDING)

Contracts for construction, purchase of equipment and professional architectural and engineering services shall be awarded through a competitive process, if required by State law. RECIPIENT shall retain copies of all bids received and contracts awarded, for inspection and use by the DEPARTMENT.

E. ASSIGNMENTS

No right or claim of the RECIPIENT arising under this agreement shall be transferred or assigned by the RECIPIENT.

F. COMPLIANCE WITH ALL LAWS

1. The RECIPIENT shall comply fully with all applicable Federal, State and local laws, orders, regulations and permits.

Prior to commencement of any construction, the RECIPIENT shall secure the necessary approvals and permits required by authorities having jurisdiction over the project, provide assurance to the DEPARTMENT that all approvals and permits have been secured, and make copies available to the DEPARTMENT upon request.

2. Discrimination. The DEPARTMENT and the RECIPIENT agree to be bound by all Federal and State laws, regulations, and policies against discrimination. The RECIPIENT further agrees to affirmatively support the program of the Office of Minority and Women's Business Enterprises to the maximum extent possible. The RECIPIENT shall report to the DEPARTMENT the percent of grant/loan funds available to women or minority owned businesses.
3. Wages And Job Safety. The RECIPIENT agrees to comply with all applicable laws, regulations, and policies of the United States and the State of Washington which affect wages and job safety.
4. Industrial Insurance. The RECIPIENT certifies full compliance with all applicable state industrial insurance requirements. If the RECIPIENT fails to comply with such laws, the DEPARTMENT shall have the right to immediately terminate this agreement for cause as provided in Section K.1, herein.

G. KICKBACKS

The RECIPIENT is prohibited from inducing by any means any person employed or otherwise involved in this project to give up any part of the compensation to which he/she is otherwise entitled or, receive any fee, commission or gift in return for award of a subcontract hereunder.

H. AUDITS AND INSPECTIONS

1. The RECIPIENT shall maintain complete program and financial records relating to this agreement. Such records shall clearly indicate total receipts and expenditures by fund source and task or object.

All grant/loan records shall be kept in a manner which provides an audit trail for all expenditures. All records shall be kept in a common file to facilitate audits and inspections.

Engineering documentation and field inspection reports of all construction work accomplished under this agreement shall be maintained by the RECIPIENT.

2. All grant/loan records shall be open for audit or inspection by the DEPARTMENT or by any duly authorized audit representative of the State of Washington for a period of at least three years after the final grant payment/loan repayment or any dispute resolution hereunder. If any such audits identify discrepancies in the financial records, the RECIPIENT shall provide clarification and/or make adjustments accordingly.
3. All work performed under this agreement and any equipment purchased, shall be made available to the DEPARTMENT and to any authorized state, federal or local representative for inspection at any time during the course of this agreement and for at least three years following grant/loan termination or dispute resolution hereunder.
4. RECIPIENT shall meet the provisions in OMB Circular A-133 (Audits of States, Local Governments & Non Profit Organizations) or OMB Circular A-110 (Uniform Administrative Requirements for Grants & Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations) if the RECIPIENT receives federal funds in excess of \$300,000. The RECIPIENT must forward a copy of the state auditor's audit along with the RECIPIENT response and the final corrective action plan as approved by the SAO to the DEPARTMENT within ninety (90) days of the date of the audit report.

I. PERFORMANCE REPORTING

The RECIPIENT shall submit progress reports to the DEPARTMENT with each payment request or such other schedule as set forth in the Special Conditions. The RECIPIENT shall also report in writing to the DEPARTMENT any problems, delays or adverse conditions which will materially affect their ability to meet project objectives or time schedules. This disclosure shall be accompanied by a statement of the action taken or proposed and any assistance needed from the DEPARTMENT to resolve the situation. Payments may be withheld if required progress reports are not submitted.

Quarterly reports shall cover the periods January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31. Reports shall be due within twenty (20) days following the end of the quarter being reported.

J. COMPENSATION

1. Method of compensation. Payment shall be made on a reimbursable basis at least quarterly and no more often than once per month. Each request for payment will be submitted by the RECIPIENT on State voucher request forms provided by the DEPARTMENT along with documentation of the expenses. Payments shall be made for each task/phase of the project, or portion thereof, as set out in the Scope of Work when completed by the RECIPIENT and certified as satisfactory by the Project Officer.

The payment request form and supportive documents must itemize all allowable costs by major elements as described in the Scope of Work. Instructions for submitting the payment requests are found in "Administrative Requirements for Ecology Grants and Loans", part IV, published by the DEPARTMENT. A copy of this document shall be furnished to the RECIPIENT. When payment requests are approved by the DEPARTMENT, payments will be made to the mutually agreed upon designee.

Payment requests shall be submitted to the DEPARTMENT and directed to the Project Officer assigned to administer this agreement.

2. Budget deviation. Deviations in budget amounts are not allowed without written amendment(s) to this agreement. Payment requests will be disallowed when the RECIPIENT's request for reimbursement exceeds the State maximum share amount for that element, as described in the Scope of Work.
3. Period of Compensation. Payments shall only be made for action of the RECIPIENT pursuant to the

grant/loan agreement and performed after the effective date and prior to the expiration date of this agreement, unless those dates are specifically modified in writing as provided herein.

4. Final Request(s) for Payment. The RECIPIENT must submit final requests for compensation within forty-five (45) days after the expiration date of this agreement and within fifteen (15) days after the end of a fiscal biennium. Failure to comply may result in delayed reimbursement.
5. Performance Guarantee. The DEPARTMENT may withhold an amount not to exceed ten percent (10%) of each reimbursement payment as security for the RECIPIENT's performance and a financial bond. Monies withheld by the DEPARTMENT may be paid to the RECIPIENT when the project(s) described herein, or a portion thereof, have been completed if, in the DEPARTMENT's sole discretion, such payment is reasonable and approved according to this agreement and, as appropriate, upon completion of an audit as specified under section J.6., herein.
6. Unauthorized Expenditures. All payments to the RECIPIENT shall be subject to final audit by the DEPARTMENT and any unauthorized expenditure(s) charged to this grant/loan shall be refunded to the DEPARTMENT by the RECIPIENT.
7. Mileage and Per Diem. If mileage and per diem are paid to the employees of the RECIPIENT or other public entities, it shall not exceed the amount allowed under state law.
8. Overhead Costs. No reimbursement for overhead costs shall be allowed unless provided for in the Scope of Work hereunder.

K. **TERMINATION**

1. For Cause. The obligation of the DEPARTMENT to the RECIPIENT is contingent upon satisfactory performance by the RECIPIENT of all of its obligations under this agreement. In the event the RECIPIENT unjustifiably fails, in the opinion of the DEPARTMENT, to perform any obligation required of it by this agreement, the DEPARTMENT may refuse to pay any further funds thereunder and/or terminate this agreement by giving written notice of termination.

A written notice of termination shall be given at least five working days prior to the effective date of termination. In that event, all finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, and reports or other materials prepared by the RECIPIENT under this agreement, at the option of the DEPARTMENT, shall become Department property and the RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Despite the above, the RECIPIENT shall not be relieved of any liability to the DEPARTMENT for damages sustained by the DEPARTMENT and/or the State of Washington because of any breach of agreement by the RECIPIENT. The DEPARTMENT may withhold payments for the purpose of setoff until such time as the exact amount of damages due the DEPARTMENT from the RECIPIENT is determined.

2. Insufficient Funds. The obligation of the DEPARTMENT to make payments is contingent on the availability of state and federal funds through legislative appropriation and state allotment. When this agreement crosses over state fiscal years the obligation of the DEPARTMENT is contingent upon the appropriation of funds during the next fiscal year. The failure to appropriate or allot such funds shall be good cause to terminate this agreement as provided in paragraph K.1 above.

When this agreement crosses the RECIPIENT's fiscal year, the obligation of the RECIPIENT to continue or complete the project described herein shall be contingent upon appropriation of funds by the RECIPIENT's governing body; Provided, however, that nothing contained herein shall preclude the DEPARTMENT from demanding repayment of ALL funds paid to the RECIPIENT in accordance with Section O herein.

3. Failure to Commence Work. In the event the RECIPIENT fails to commence work on the project funded herein within four months after the effective date of this agreement, or by any date mutually agreed upon in writing for commencement of work, the DEPARTMENT reserves the right to terminate this agreement.

L. WAIVER

Waiver of any RECIPIENT default is not a waiver of any subsequent default. Waiver of a breach of any provision of this agreement is not a waiver of any subsequent breach and will not be construed as a modification of the terms of this agreement unless stated as such in writing by the authorized representative of the DEPARTMENT.

M. PROPERTY RIGHTS

1. Copyrights and Patents. When the RECIPIENT creates any copyrightable materials or invents any patentable property, the RECIPIENT may copyright or patent the same but the DEPARTMENT retains a royalty-free, nonexclusive and irrevocable license to reproduce, publish, recover or otherwise use the material(s) or property and to authorize others to use the same for federal, state or local government purposes.
Where federal funding is involved, the federal government may have a proprietary interest in patent rights to any inventions that developed by the RECIPIENT as provided in 35 U.S.C. 200-212.
2. Publications. When the RECIPIENT or persons employed by the RECIPIENT use or publish information of the DEPARTMENT; present papers, lectures, or seminars involving information supplied by the DEPARTMENT; use logos, reports, maps or other data, in printed reports, signs, brochures, pamphlets, etc., appropriate credit shall be given to the DEPARTMENT.
3. Tangible Property Rights. The DEPARTMENT's current edition of "Administrative Requirements for Ecology Grants and Loans", Part IV, shall control the use and disposition of all real and personal property purchased wholly or in part with funds furnished by the DEPARTMENT in the absence of state, federal statute(s), regulation(s), or policy(s) to the contrary or upon specific instructions with respect thereto in the Scope of Work.
4. Personal Property Furnished by the DEPARTMENT. When the DEPARTMENT provides personal property directly to the RECIPIENT for use in performance of the project, it shall be returned to the DEPARTMENT prior to final payment by the DEPARTMENT. If said property is lost, stolen or damaged while in the RECIPIENT's possession, the DEPARTMENT shall be reimbursed in cash or by setoff by the RECIPIENT for the fair market value of such property.
5. Acquisition Projects. The following provisions shall apply if the project covered by this agreement includes funds for the acquisition of land or facilities:
 - a. Prior to disbursement of funds provided for in this agreement, the RECIPIENT shall establish that the cost of land/or facilities is fair and reasonable.
 - b. The RECIPIENT shall provide satisfactory evidence of title or ability to acquire title for each parcel prior to disbursement of funds provided by this agreement. Such evidence may include title insurance policies, Torrens certificates, or abstracts, and attorney's opinions establishing that the land is free from any impediment, lien, or claim which would impair the uses contemplated by this agreement.
6. Conversions. Regardless of the contract termination date shown on the cover sheet, the RECIPIENT shall not at any time convert any equipment, property or facility acquired or developed pursuant to this agreement to uses other than those for which assistance was originally approved without prior written approval of the DEPARTMENT. Such approval may be conditioned upon payment to the DEPARTMENT of that portion of the proceeds of the sale, lease or other conversion or encumbrance which monies granted pursuant to this agreement bear to the total acquisition, purchase or construction costs of such property.

N. RECYCLED/RECYCLABLE PAPER

All documents and materials published under this agreement shall be produced on recycled paper containing the highest level of post consumer and recycled content that is available. At a minimum, paper with 10 percent post consumer content and 50 percent recycled content shall be used. Whenever possible, all materials shall be published on paper that is unbleached or has not been treated with chlorine gas and/or hypochlorite.

As appropriate, all materials shall be published on both sides of the paper and shall minimize the use of glossy or colored paper and other items which reduce the recyclability of the document.

O. RECOVERY OF PAYMENTS TO RECIPIENT

The right of the RECIPIENT to retain monies paid to it as reimbursement payments is contingent upon satisfactory performance of this agreement including the satisfactory completion of the project described in the Scope of Work. In the event the RECIPIENT fails, for any reason, to perform obligations required of it by this agreement, the RECIPIENT may, at the DEPARTMENT's sole discretion, be required to repay to the DEPARTMENT all grant/loan funds disbursed to the RECIPIENT for those parts of the project that are rendered worthless in the opinion of the DEPARTMENT by such failure to perform.

Interest shall accrue at the rate of twelve percent (12%) per annum from the time the DEPARTMENT demands repayment of funds. If payments have been discontinued by the DEPARTMENT due to insufficient funds as in Section K.2 above, the RECIPIENT shall not be obligated to repay monies which had been paid to the RECIPIENT prior to such termination. Any property acquired under this agreement, at the option of the DEPARTMENT, may become the DEPARTMENT'S property and the RECIPIENT'S liability to repay monies shall be reduced by an amount reflecting the fair value of such property.

P. PROJECT APPROVAL

The extent and character of all work and services to be performed under this agreement by the RECIPIENT shall be subject to the review and approval of the DEPARTMENT through the Project Officer or other designated official to whom the RECIPIENT shall report and be responsible. In the event there is a dispute with regard to the extent and character of the work to be done, the determination of the Project Officer or other designated official as to the extent and character of the work to be done shall govern. The RECIPIENT shall have the right to appeal decisions as provided for below.

Q. DISPUTES

Except as otherwise provided in this agreement, any dispute concerning a question of fact arising under this agreement which is not disposed of in writing shall be decided by the Project Officer or other designated official who shall provide a written statement of decision to the RECIPIENT. The decision of the Project Officer or other designated official shall be final and conclusive unless, within thirty days from the date of receipt of such statement, the RECIPIENT mails or otherwise furnishes to the Director of the DEPARTMENT a written appeal.

In connection with appeal of any proceeding under this clause, the RECIPIENT shall have the opportunity to be heard and to offer evidence in support of this appeal. The decision of the Director or duly authorized representative for the determination of such appeals shall be final and conclusive. Appeals from the Director's determination shall be brought in the Superior Court of Thurston County. Review of the decision of the Director will not be sought before either the Pollution Control Hearings Board or the Shoreline Hearings Board. Pending final decision of dispute hereunder, the RECIPIENT shall proceed diligently with the performance of this agreement and in accordance with the decision rendered.

R. CONFLICT OF INTEREST

No officer, member, agent, or employee of either party to this agreement who exercises any function or responsibility in the review, approval, or carrying out of this agreement, shall participate in any decision which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is, directly or indirectly interested; nor shall he/she have any personal or pecuniary interest, direct or indirect, in this agreement or the proceeds thereof.

S. INDEMNIFICATION

1. The DEPARTMENT shall in no way be held responsible for payment of salaries, consultant's fees, and other costs related to the project described herein, except as provided in the Scope of Work.
2. To the extent that the Constitution and laws of the State of Washington permit, each party shall indemnify and hold the other harmless from and against any liability for any or all injuries to persons or property arising from the negligent act or omission of that party or that party's agents or employees arising out of this agreement.

T. GOVERNING LAW

This agreement shall be governed by the laws of the State of Washington.

U. SEVERABILITY

If any provision of this agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this agreement which can be given effect without the invalid provision, and to this end the provisions of this agreement are declared to be severable.

V. PRECEDENCE

In the event of inconsistency in this agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: (a) applicable Federal and State statutes and regulations; (b) Scope of Work; (c) Special Terms and Conditions; (d) Any terms incorporated herein by reference including the "Administrative Requirements for Ecology Grants and Loans"; and (e) the General Terms and Conditions.

SS-010 Rev. 9/98

SPECIAL TERMS AND CONDITIONS

A. MINORITY AND WOMEN'S BUSINESS PARTICIPATION

The RECIPIENT agrees to solicit and recruit, to the maximum extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated after the effective date of this Agreement.

In the absence of more stringent goals established by the RECIPIENT's jurisdiction, the RECIPIENT agrees to utilize the DEPARTMENT'S goals for minority- and women-owned business participation in all bid packages, request for proposals, and purchase orders. These goals are expressed as a percentage of the total dollars available for the purchase or contract and are as follows:

Construction/Public Works	10% MBE	6% WBE
Architecture/Engineering	10% MBE	6% WBE
Purchased Goods	8% MBE	4% WBE
Purchased Services	10% MBE	4% WBE
Professional Services	10% MBE	4% WBE

Meeting these goals is voluntary and no contract award or rejection shall be made based on achievement or non-achievement of the goals. Achievement of the goals is encouraged, however, and the RECIPIENT and ALL prospective bidders or persons submitting qualifications shall take the following affirmative steps in any procurement initiated after the effective date of this Agreement:

1. Include qualified minority and women's businesses on solicitation lists.
2. Assure that qualified minority and women's businesses are solicited whenever they are potential sources of services or supplies.
3. Divide the total requirements, when economically feasible, into smaller tasks or quantities, to permit maximum participation by qualified minority and women's businesses.
4. Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.
5. Use the services and assistance of the State Office of Minority and Women's Business Enterprises (OMWBE) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

By signing this Agreement, the RECIPIENT certifies that the above steps were, or will be followed. Any contractor engaged by the RECIPIENT under this agreement shall be required to follow the above five affirmative steps in the award of any subcontract(s).

The RECIPIENT shall report to the DEPARTMENT at the time of submitting each invoice, on forms provided by the DEPARTMENT, payments made to qualified firms. The report will address:

1. Name and state OMWBE certification number of any qualified firm receiving funds under the voucher, including any sub-and/or sub-subcontractors.
2. The total dollar amount paid to qualified firms under this invoice.

B. INTERLOCAL AGREEMENTS

If parties other than the RECIPIENT are contributing to the local share of project costs, memoranda of understanding or other written agreements confirming the contribution must be negotiated. These agreements must specify exact work to be accomplished and be signed by all parties contributing to the

local match of this project. Copies of these agreements shall be submitted to the DEPARTMENT.

C. PROMOTIONAL AND EDUCATIONAL MATERIALS

A copy of all promotional and educational materials developed as part of this grant shall be submitted to the DEPARTMENT concurrent with public distribution. The DEPARTMENT shall have the right to use any printed materials developed as part of this project in any manner the DEPARTMENT deems appropriate. The Washington State Department of Ecology will be acknowledged for providing funding in all published material and oral presentations that result from this grant.

D. PROCUREMENT AND CONTRACTS

1. The RECIPIENT shall provide written certification that they will follow their standard procurement procedures and/or applicable state law in awarding contracts; RECIPIENTS with no formal procurement procedures will be required to certify that they have complied with the "Standards for Competitive Solicitation," found in the Administrative Requirements for Ecology Grants and Loans, WDOE 91-18 (Revised July 1995).
2. Upon issuance, the RECIPIENT shall submit a copy of all requests for qualifications (RFQs), requests for proposals (RFPs), and bid documents relating to this grant agreement to the DEPARTMENT.
3. Prior to contract execution, the RECIPIENT shall submit a copy of the proposed contract to the DEPARTMENT for review and written comment. Following execution, the RECIPIENT shall submit a copy of the contract to the DEPARTMENT.

E. USE OF EXISTING CONTRACTS

The RECIPIENT may use existing contracts that conform to adopted procurement procedures and applicable state laws. The RECIPIENT shall notify the DEPARTMENT if it used contracts entered into prior to the execution of the grant agreement for performance of grant funded activities.

F. ENGINEERING PLANS AND SPECIFICATIONS

All engineering plans and specifications submitted for review shall be completed and stamped by an appropriate licensed professional engineer certifying that these design documents will provide for facilities conforming to requirements of the Minimum Functional Standards (Chapter 173-304 WAC), and to all other applicable federal, state, and local requirements, including evidence of SEPA compliance.

Before construction may begin, final design of the project must be reviewed and approved by the DEPARTMENT, and all appropriate permits for the facilities obtained. This includes, in the case of Solid Waste Handling Permits, the approval of a new or amended operations plan by the Jurisdictional Health Department and the DEPARTMENT before construction may begin.

G. SEPA COMPLIANCE

To ensure that environmental values are considered by the state and local government officials when making decisions, the RECIPIENT shall comply with the provisions of the State Environmental Policy Act (SEPA), Chapter 41.23C RCW, and the SEPA Rules, Chapter 197-11 WAC. Copies of the SEPA documents shall be sent to the DEPARTMENT's Environmental Review Section, the appropriate regional office, and the Waste Management Grants Section.

H. WETLANDS PROTECTION

To comply with the directive of Executive Order 90-04, Protection of Wetlands, all local governments are requested and encouraged to make all of their actions consistent with the intent of this executive order; specifically, (1) to avoid, to the extent possible, adverse impacts associated with the destruction or modification of wetlands, and (2) to avoid direct or indirect support of new construction in wetlands wherever there is a practical alternative.

I. FAILURE TO COMMENCE WORK

In the event the RECIPIENT fails to commence work on the project funded herein within six (6) months after the effective date of this grant, the DEPARTMENT reserves that right to terminate this grant.

J. PROJECT INCOME

Any project income directly generated as a result of the activities funded by this grant shall be reported as a credit against the expenses of that activity as required by the DEPARTMENT's Administrative Requirements for Ecology Grants and Loans, WDOE 91-18 (Revised July 1995).

K. GRANT PROJECT REPORTING

The RECIPIENT shall, in conjunction with submission with its payment requests, as required by paragraph J, General Terms and Conditions "Compensation", shall prepare Progress Reports and submit them to the DEPARTMENT at least quarterly, or monthly at the RECIPIENT's option. These reports shall include, but not be limited to, the following information:

1. Brief description of activities for each project.
2. Thorough discussion of the accomplishments or impacts of each project.
3. Notification of any successful projects worth sharing with other jurisdictions or the media, of any needs for technical assistance from the Department, or any other comments or information you would like the DEPARTMENT to have.
4. Education projects must report, at a minimum, the following information: the number of activities/events/campaigns, the topics covered, the number of participants, the description of the participant (e.g., single households, elementary school students), the number of materials produced, a description of who received those materials, and the number of volunteers trained or used.
5. All reports should attach copies of educational or promotional materials produced using grant funding, and health districts should attach copies of all inspection reports or compliance schedules.

L. ALL WRITINGS CONTAINED HEREIN

This agreement, the appended "General Terms and Conditions," and the DEPARTMENT's Administrative Requirements for Ecology Grants and Loans, WDOE 91-18 (Revised July 1995), contain the entire understanding between the parties, and there are no other understandings or representations except as those set forth or incorporated by reference herein. No subsequent modification(s) or amendment(s) of this grant agreement shall be of any force or effect unless in writing, signed by authorized representatives of the RECIPIENT and DEPARTMENT and made part of this agreement; EXCEPT a letter of amendment will suffice to redistribute the budget without increasing the total eligible project cost or to change the DEPARTMENT's Project Officer or the RECIPIENT's Project Coordinator or to extend the period of performance as set forth in the Grant Agreement.

APPENDIX G

PROGRESS REPORT FORMS

CPG PROGRESS REPORT COVER PAGE

Instructions: This is the cover page to each progress report. Progress reports can be sent via e-mail or mailed with the Invoice Voucher. The Invoice Voucher cannot be processed without a progress report.

GRANT INFORMATION

Report Period/Month (Circle Months in One Qtr. Only)	1 st Qtr: Jan Feb Mar	2 nd Qtr: April May June
Circle a year: 2000 2001	3 rd Qtr: July Aug Sept	4 th Qtr: Oct Nov Dec
Grant Number:		
Recipient:		
Project Coordinator (Recipient):		
Phone Number:	()	FAX #:
E-Mail Address:		
Grant Project Officer (Ecology):		

PROJECT INFORMATION

Reimbursement Percentage:	%	
Schedule Revisions (check one):	YES:	NO:
Budget Revisions (check one):	YES:	NO:
Scope of Work Revisions:	YES:	NO:
If yes to any of the above, please give details*:		
What other changes should the DEPARTMENT be aware of that could impact your program? (For example*: The recycling coordinator has recently left for another job)		
Is there anything more the DEPARTMENT could do to assist you*?		
Do you have any noteworthy success or failure stories you would like to share with the DEPARTMENT*?		
Prepared by:		Date:

*Add additional sheets if needed

HHW - EDUCATION & INFORMATION

PROJECT TASK NUMBER: _____ PROJECT TASK TITLE: _____

Use one project report form for each project. (There is no need to submit forms for tasks that have no billable expenses.) Add additional sheet if needed for narrative.

EXPECTED OUTCOMES / IMPACTS (applicable to this project, taken from grant):

ACCOMPLISHMENTS TOWARDS EXPECTED OUTCOMES / IMPACTS

Narrative (activities, contacts, disbursements, etc.): -items listed in table below do not need to be addressed here.

PROGRESS TOWARDS GOAL

Narrative (environmental benefits, changes in attitude or behavior, evaluation, etc.):

Indicate how complete the project is in regards to the expected outcomes:



How many staff hours does this reporting period reflect? (from invoice):

How many project cost dollars does this reporting period reflect? (from invoice):

Complete for final invoice: Did this project cost more than the grant and match support? Y/N If yes, what was the total project cost for this task? \$ _____

ACTIVITY	NUMBER OF:	DESCRIPTION
Workshops, Events		
Participants at Workshops, Events		
Pupils		
Volunteers		
Other Educational Contacts		
Brochures, etc.		
Other - specify		

SQG - EDUCATION & INFORMATION

PROJECT TASK NUMBER: _____ PROJECT TASK TITLE: _____

Use one project report form for each project. (There is no need to submit forms for tasks that have no billable expenses.) Add additional sheet if needed for narrative.

EXPECTED OUTCOMES / IMPACTS (applicable to this project, taken from grant):

ACCOMPLISHMENTS TOWARDS EXPECTED OUTCOMES / IMPACTS

Narrative (activities, contacts, disbursements, etc.): -items listed in table below do not need to be addressed here.

PROGRESS TOWARDS GOAL

Narrative (environmental benefits, changes in attitude or behavior, evaluation, etc.):

Indicate how complete the project is in regards to the expected outcomes:



How many staff hours does this reporting period reflect? (from invoice):

How many project cost dollars does this reporting period reflect? (from invoice):

Complete for final invoice: Did this project cost more than the grant and match support? Y/N If yes, what was the total project cost for this task? \$ _____

ACTIVITY	NUMBER OF:	DESCRIPTION
Business Visits		
Workshops/Events		
Business Contacts		
Participants at workshops		
SQG Participants at MRW facility/event		
Brochures, etc.		
Other - specify		

WR & R - EDUCATION & INFORMATION

PROJECT TASK NUMBER: _____ PROJECT TASK TITLE: _____

Use one project report form for each project. (There is no need to submit forms for tasks that have no billable expenses.) Add additional sheet if needed for narrative.

EXPECTED OUTCOMES / IMPACTS (applicable to this project, taken from grant):

ACCOMPLISHMENTS TOWARDS EXPECTED OUTCOMES / IMPACTS

Narrative (activities, contacts, disbursements, etc.): -items listed in table below do not need to be addressed here.

PROGRESS TOWARDS GOAL

Narrative (environmental benefits, changes in attitude or behavior, evaluation, etc.):

Indicate how complete the project is in regards to the expected outcomes:



How many staff hours does this reporting period reflect? (from invoice):

How many project cost dollars does this reporting period reflect? (from invoice):

Complete for final invoice: Did this project cost more than the grant and match support? Y/N If yes, what was the total project cost for this task? \$ _____

ACTIVITY	NUMBER OF:	DESCRIPTION
Workshops/Events		
Participants at Workshops/Events		
Pupils		
Volunteers		
Brochures, etc.		
Other Educational Contacts		
Other - specify		

HOUSEHOLD HAZARDOUS WASTE COLLECTION

PROJECT TASK NUMBER: _____ PROJECT TASK TITLE: _____

Use one project report form for each project. Do not submit forms for tasks that have no billable expenses.

PROGRESS TOWARDS EXPECTED OUTCOMES / IMPACTS (Narrative of environmental benefits, changes in attitude or behavior, evaluation, etc.) Add additional sheet if needed for narrative.

Check all boxes that apply.

☐

Fixed

☐

Mobile/Satellite Events

☐

Collection Events (No fixed facility)

Household Hazardous Waste Type	Amount Received in Pounds*	Reused/Recycled in Pounds	Energy Recovery in Pounds	Disposed/Diverted (shipped) in Pounds
Used Oil				
Used Oil Filters				
Antifreeze				
Auto Batteries				
Household Batteries				
Pesticides				
Latex Paint				
Oil Paint				
Solvents				
Other Flammables				
Acids				
Bases				
Other (describe)				
Number of Participants this period				
GRANT ELIGIBLE PROJECT COSTS (from invoice)				
TOTAL PROJECT COSTS (If different from above)				

*See conversion chart on back of this form

Conversion Sheet for Household Hazardous Waste Types

Converting Gallons to Pounds

HHW Type	Conversion Equations
Used Oil	7.4 X number of gallons = number of pounds
Used Oil Filters	2.8 lbs. X each = number of total pounds
Antifreeze	8.0 X number of gallons = number of pounds
Auto Batteries	35 lbs. X by each = number of total pounds
Household Batteries	0.1 lbs. X by each = number of total pounds
Pesticides	7.0 X number of gallons = number of pounds
Latex Paint	9.2 X number of gallons = number of pounds
Oil Paint	9.2 X number of gallons = number of pounds
Solvents	7.0 X number of gallons = number of pounds
Other Flammables - Liquids	7.4 X number of gallons = number of pounds
Other Flammables – Solids	8.0 X number of gallons = number of pounds
Acids	8.3 X number of gallons = number of pounds
Bases	9.0 X number of gallons = number of pounds
Other – Aerosols	7.4 X number of gallons = number of pounds
Other – Gas	5.0 X number of gallons = number of pounds
Other - Lead	40 X number of gallons = number of pounds

FACILITY(S) & EQUIPMENT

PROJECT TASK NUMBER: _____ PROJECT TASK TITLE: _____

Use one project report form for each project. (There is no need to submit forms for tasks that have no billable expenses.) Add additional sheet if needed for narrative.

EXPECTED OUTCOMES / IMPACTS (Applicable to this project, taken from grant):

ACCOMPLISHMENTS TOWARDS EXPECTED OUTCOMES / IMPACTS

Narrative (design of facility, planning, more efficient operation, increased service area, increased opportunities to the public, expanded markets, etc.): -items listed in table below do not need to be addressed here.

PROGRESS TOWARDS GOAL

Narrative (environmental benefits, changes in attitude or behavior, evaluation, etc.):

Complete for final invoice: Did this project cost more than the grant and match support? Y/N If yes, what was the total project cost for this task? \$ _____

FACILITY / EQUIPMENT (New Capital Purchases)	NUMBER	COST	DESCRIPTION & LOCATION(S)
MRW Facility			
MRW Equipment			
Recycling Facility			
Large Containers			
Small Containers			
Residential Bins			
Trucks, Vans			
Other Equipment			
Compost Facility			
Residential Bins			
Equipment			
Monitoring Well, etc			
Other - specify			

OTHER --Specify

PROJECT TASK NUMBER: _____ PROJECT TASK TITLE: _____

Use one project report form for each project. (There is no need to submit forms for tasks that have no billable expenses.) Add additional sheet if needed for narrative.

EXPECTED OUTCOMES / IMPACTS (Applicable to this project, taken from grant):

ACCOMPLISHMENTS TOWARDS EXPECTED OUTCOMES / IMPACTS

Narrative (reflective of current conditions, increased efficiency, etc.): -items listed in table below do not need to be addressed here.

PROGRESS TOWARDS OUTCOMES / IMPACTS

Narrative (environmental benefits, changes in attitude or behavior, evaluation, etc.):

Indicate how complete the project is in regards to the expected outcomes:



Complete for final invoice: Did this project cost more than the grant and match support? Y/N If yes, what was the total project cost for this task? \$ _____

How many staff hours does this reporting period reflect? (from invoice):

How many project cost dollars does this reporting period reflect? (from invoice):

SOLID WASTE ENFORCEMENT GRANT QUARTERLY REPORT

Grant Number:		Reporting Quarter: <i>(circle appropriate reporting quarter)</i>	
Recipient:		Qtr 1: Jan - Mar, 2000 Qtr 5: Jan - Mar, 2001 Qtr 2: Apr- June, 2000 Qtr 6: Apr- June, 2001 Qtr 3: July - Sept, 2000 Qtr 7: July - Sept, 2001 Qtr 4: Oct - Dec, 2000 Qtr 8: Oct - Dec, 2001	
Grant Project Officer (Ecology)		Project Coordinator (Recipient)	
		Phone Number:	
Project Information <i>(if yes to any of the following, please explain)</i> Schedule revisions: Y/N _____ Budget revisions: Y/N _____ Scope revisions: Y/N _____			
Grant Expenditures for Reporting Quarter:		Comments	
Salaries:	Staff Hours:		
Benefits:			
Other:	Specify:		
Indirect:			
TOTAL:	Comment:		
Grant Activities for Reporting Quarter:			
Illegal Dumping:		Comments	
Number of Complaints:			
Number Investigated:	Initial....._____ Follow-up _____		
Number Resolved:			
Number Pending:			

Permits:		Comments
Number of Applications Reviewed:		
Number of Permits Issued:		
Inspections: <i>(attach inspection reports for facilities per grant agreement)</i>		Comments
Number of Inspections:		
Number of Consultations, Technical Assistance Visits:		
Plan Reviews:		Comments
Number of Facility Operational Plans:		
Number of Closure/Postclosure Plans:		
Number of Biosolids Plans:		
Number of Solid Waste Management Plans:		
Number of Other Plans (specify):		
Customer and General Public Technical Assistance:		Comments
Number of Actions:		
Ordinance Development and Review:		Comments
Number of Ordinances developed:		
Number of Ordinances reviewed:		
Other Activities or Equipment Purchases: <i>(specify per grant agreement)</i>		
Comments:		
Prepared by:	Date:	Phone: e-mail address:

